

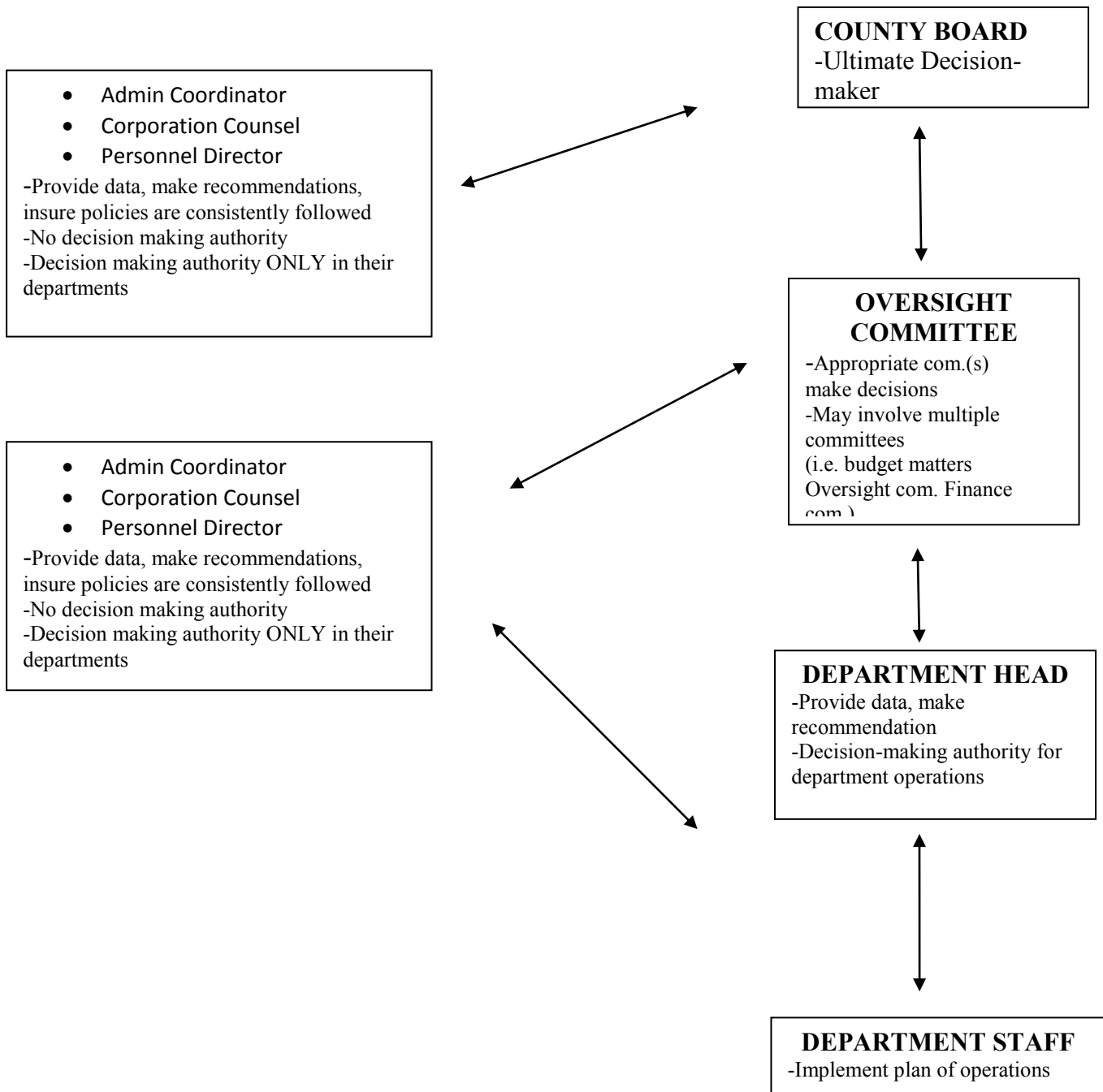
ADAMS COUNTY  
PERSONNEL & GENERAL  
ADMINISTRATIVE  
POLICIES

This Policy Manual shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies in conflict with the policies in this Manual.

This Manual is not intended to, nor shall it be interpreted as, creating a contract of employment. Adams County reserves the right to modify and/or amend this Manual without notice and further reserves the right to enforce the terms contained herein.

**Policy Manual insert adopted 11-15-11**  
**Adopted Res 51-11**

## COUNTY IN-LINE STRUCTURE



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## **CHAPTER ONE: GENERAL POLICIES**

### **SECTION 1 - SCOPE**

It is the intent of the County Board of Supervisors, to the extent permitted by the laws of the State of Wisconsin and the Federal Government, to establish uniform County Personnel and General Administrative Policies. The rules, regulations and policies shall apply to the County Board, Committees, Boards, and Commissions where applicable and to all employees of the County under jurisdiction of the County Board. This Policy shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies that conflict with the policies herein.

### **SECTION 2 - ENFORCEMENT AND AMENDMENT**

**2.01** The County Board, Administrative Coordinator/Director of Finance Personnel Director and Corporation Counsel retain overall authority for the interpretation of this Policy. The Corporation Counsel has an overall authority for the interpretation of this policy, in the event of a conflict of interpretation it can be appealed to the Executive Committee.

**2.02** All County Board Supervisors, Elected Officials, and employees are responsible for reading this Policy, requesting further explanation of any provisions not understood, and ensuring that their own conduct is consistent with this Policy. All employee questions regarding the application or interpretation of the Personnel and General Administrative Policies shall first be discussed with the employee's Department Head. If unresolved, the question may be submitted by the Department Head to the Personnel Director.

**2.03** This Policy, or any of its provisions, may be amended at any time by the County Board, and any such amendment shall be communicated to all employees and shall have full force and effect when adopted or on such other date as may be specified.

### **SECTION 3 - NOT A CONTRACT**

**3.01** Nothing in this Policy shall be construed to imply there is a contract between employer and employee. Unless there is a specific contract separate and distinct from this Policy, all employees are considered, and shall be treated as, at-will.

CHAPTER TWO: RECRUITMENT, SELECTION & APPOINTMENT

SECTION 1 - JOB DESCRIPTIONS

**1.01** Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. All job descriptions shall be approved, signed and dated by the Home Committee *based on recommendations of the Personnel Director*. October 18, 2011

**1.02 New Position Job Descriptions.** Department Heads are responsible for the creation of a job description for any new position in their Departments, or as directed by any Committee of the County Board, or the County Board. All new positions shall be created in accordance with **Chapter 2, Section 3, New Positions**.

**1.03 Updating Existing Job Descriptions.** Department Heads are responsible for updating all job descriptions for their Department. Department Heads will confer with the Personnel Director prior to submitting it to their Home Committee. All updated or revised job descriptions shall be approved, signed and dated by the Home Committee. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.

SECTION 2 - POSITION CATEGORIES/RECRUITMENT FOR EMPLOYMENT

**2.01** The County has a number of categories for positions ranging from full-time to seasonal, as described in the following subsections. The term “year” shall be defined to mean the time from January 1 to December 31<sup>st</sup> of any twelve (12) month period. The job category descriptions below and corresponding language do not guarantee any specific amount of hours for any employee and should not be so construed or relied upon.

**2.02 Regular full-time Category.** A regular full-time position is authorized at either nineteen hundred and fifty (1950) hours per year or two thousand eighty hours per year (2080), and shall receive fringe benefits.

**2.03 Regular part-time Category.** A regular part-time position is authorized to work less than nineteen hundred and fifty (1950) hours per year. Regular part-time positions are eligible for pro-rated benefits as long as they work more than eighty-five (85) hours per month. If the employee works under eighty-five (85) hours per month they will not receive fringe benefits, except retirement after six hundred (600) hours of employment. If the regular part-time employee is successful in gaining a regular position, they will receive credit and seniority for the time worked as a regular part-time employee, and retains their original start date.

**2.04 On-call Category.** An on-call employee is defined as an individual who fills in on an “as needed” basis for regular employees in the event of an emergency. Department Heads shall ensure on-call employees do not exceed ten (10) business days of employment per calendar month. On-call employees are not eligible for fringe benefits. An on-call employee may not be placed in a regular position unless placement follows the recruitment policy. Should an on-call employee be successful in gaining a regular position, no credit, seniority or benefits shall be given for the time worked on an on-call basis.

**2.05 On-Call Employees Recruitment.** On-call employees may apply at anytime. The list of on-call employees will be maintained by the Personnel Director. All requests for on-call employees shall be

submitted to the Personnel Director, stating the employee being replaced or the position being filled. No Department shall contact an on-call employee unless directed to do so by the Personnel Director. In an emergency situation, such as an employee calling in sick and a replacement is needed, the Department shall contact the Personnel Director for an on-call employee. If the Personnel Director is unavailable, the Department may contact an on-call employee on their own. The Department is responsible for notifying the Personnel Director immediately after finding an on-call employee, reporting who was contacted to work and the employee they are filling in for.

**2.06 Seasonal full-time or part-time Category.** A seasonal full-time employee is defined as one who works an average of at least thirty-seven and a half ( $37\frac{1}{2}$ ) hours per week for a limited time period not to exceed one hundred fifty (150) calendar days.

**2.07 Seasonal Employees Recruitment.** The Department Head after conferring with the Personnel Director may hire up to the number of budgeted approved seasonal employees without obtaining further authorization to hire. The further hiring of any additional staff throughout the year shall be submitted on a new Personnel Recruitment Form following **Section 3 – 3.02**.

**2.08 Parks Department Seasonal Employees Category.** A seasonal full-time or part-time employee in the Parks Department shall work no more than ten (10) months per calendar year. Full-time seasonal employees in the Parks Department, who work more than eighty-five (85) hours per month, shall be eligible for fringe benefits. A part-time seasonal employee in the Parks Department who works less than eighty-five (85) hours per month shall not be eligible for fringe benefits. Seasonal full and part-time employees may move back and forth between these classifications due to the cyclical nature of the seasonal establishment. Per Sec. 213(a)(3) of the Fair Labor Standards Act related to exemptions for recreational establishments, Parks Department Seasonal employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

**2.09 Limited-Term Employee (LTE) Category.** An LTE is defined as any employee who is hired for a temporary period of more than five (5) consecutive workdays, not to exceed ninety (90) consecutive calendar days. The hiring authority must complete the Personnel Recruitment Form and state the precise term with the start date, end date, and length of the term prior to the employee beginning. Summer Park LTEs may work up to one hundred (120) consecutive calendar days as a specific authorized exception to this Policy. Solid Waste LTEs may work up to two hundred thirteen (213) consecutive calendar days as a specific authorized exception to this Policy.

- A. Upon completion of the term, the employee may not be re-employed in any fashion with the County prior to the expiration of not less than five (5) calendar days. All temporary employees shall be selected based on the standard recruitment procedures. All LTEs are to be made aware of all County and Departmental security standards; it is the Department Head's responsibility to ensure that these standards are enforced.
- B. LTEs are not eligible for fringe benefits. An LTE may not be placed in a regular position unless placement follows the Recruitment Policy. Should an LTE be successful in gaining a regular position, no credit, seniority or benefits shall be given for time worked as an LTE employee.
- C. Per Sec. 13(a)(3) of the Fair Labor Standards Act related to exemptions for recreational establishments, Parks Department LTE employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.
- D. LTE'S once hired through the official hiring process may be used in subsequent years.

**2.10 Authorization to Hire Recruitment.** Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Director to initiate recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information and sign the form with appropriate comments within seven (7) business days.

2.11 **Existing Position Vacancy Recruitment.** A vacancy in an existing position shall be removed from the table of organization unless a Personnel Recruitment Form has been submitted and approved within six (6) months from the date of the vacancy. The County Board may approve exceptions to this. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget.

2.12 **Change Existing Position Recruitment.** To change an existing part-time position to a full-time position, the Home Committee, Department Head, Executive Committee and the County Board have to approve the request.

2.13 **Retaining Applications Recruitment.** Applications will remain on file for at least twelve (12) months but will not be used for consideration for any other positions within the County. Any candidate wishing to apply for another position will need to submit a new application.

2.14 **Recruitment Program.** The Personnel Director, in coordination with the Department Head develops and conducts an active recruitment program designed to meet current and projected County workforce needs. Recruitment of a Department Head is supervised and directed by the Personnel Director. Recruitment is tailored to the position to be filled and directed to sources most likely to yield qualified applicants.

2.15 **Change in Starting Salary Recruitment.** When the job market dictates, or experience is a factor, the Personnel Director may request approval by the Executive Committee to hire a new employee at a rate of pay other than the starting rate, to alter fringe benefits, or negotiate other conditions of employment.

2.16 **Filling authorized positions.** Vacancies shall be filled as follows:

- A. **Union Postings.** An opening for a position covered by a collective bargaining agreement will be posted in accordance with the terms of the applicable collective bargaining agreement and posted Countywide prior to advertising to the public. After the expiration of the posting period, the Department Head shall fill the vacancy in accordance with the applicable agreement, if a senior qualified union member posts into the vacancy, and shall promptly notify the Personnel Director that the vacancy has been filled. If posting does not fill the vacancy, **advertising to the public** shall be made.

2.17 **Public Advertisements.** All job postings that require a public announcement shall include at least the following information:

- A. Classification/Position title;  
B. Department where the position vacancy exists;  
C. Minimum qualifications and requirements of the position;  
D. Address and phone number to request and submit an application;  
E. Application deadline; and  
F. Equal Employment Opportunity statement.

Other forms or sources of public notice that are economically feasible and reasonably designed to reach a range of qualified candidates may also be used at the discretion of the Personnel Director.

### SECTION 3-NEW POSITIONS

3.01 **New Position Classification.** When a new position is requested, whether budgeted or non-budgeted, the Department Head shall complete the Job Description Questionnaire, Personnel Recruitment Form and develop a Job Description conferring with the Personnel Director.

3.02 **New Position Not Budgeted for the Current Year.** The Department Head shall present the proper forms to their Home Committee. If approved by the Home Committee, the forms shall be

forwarded to the Executive Committee for approval. If approved, a resolution shall be drafted by the Personnel Director for County Board action. As the position would not be budgeted, it shall require a two-thirds ( $\frac{2}{3}$ ) vote of the County Board. If the position is not filled within six (6) months from the date of approval by the County Board, it shall be removed from the table of organization. Exceptions to this are situations where a position is being actively recruited.

**3.03 New Position for the Next Budget Year.** The Department Head shall present the proper forms to their Home Committee. If approved by the Home Committee the forms shall be forwarded to the Executive Committee for approval. Once approved by the Executive Committee, all Forms shall be returned to the Administrative Coordinator/Director of Finance and shall be included with the Budget proposals for the next year.

#### SECTION 4 - EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION/NONDISCRIMINATION

**4.01** It shall be the Policy of the County to recruit and select the most qualified persons for positions in the County. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition and provides equal employment opportunity in accordance with state and federal law and provides an effective career development plan for qualified employees through promotional opportunities.

**4.02** Personnel practices within the County shall conform to the provisions of the law relating to non-discrimination in employment. Department Heads are required to follow this Policy in all hiring practices and filling of positions in their Department.

#### SECTION 5 - AFFIRMATIVE ACTION

**5.01** It is the Official Policy of the County, in harmony with the legislative policy of the State of Wisconsin expressed in §111.31, Wisconsin Statutes, to provide Equal Employment Opportunities as set forth in Section 4. It is further the Official Policy of the County to employ minorities in proportion to their representation in the local population, according to statistics, which shall be on file in the Office of the County Clerk.

**5.02** Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Presidential Executive Order # 11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991, establishing in substance the elimination of discriminatory employment practices based upon race, color, national origin, religion, sex and age and conferring on the Justice Department and Equal Opportunity Commission. The County also subscribes to the non-discrimination laws and regulations passed by Federal and State governments. Therefore, all County policies, procedures, rules and regulations of all Departments, Agencies, facilities, and the provisions of labor contracts are required to be in compliance with the above laws and orders. The County will take affirmative action, when necessary, to achieve handicapped accessibility, and nondiscrimination in contract compliance or employment practices, in accordance with Section 503-5-4 of the Rehabilitation Act of 1973 and the Ordinances and Resolutions of the County.

**5.03 Program Responsibility.** The Affirmative Action Officer for the County shall be the Personnel Director. The Affirmative Action Officer shall review all departmental policies and procedures, rules and regulations, and shall have access to all personnel files, documents, investigative reports, and any documents or information pertinent to the maintenance of the Affirmative Action Program. The Affirmative Action Officer will have the responsibility of resolving complaints of discrimination and identifying problems and participating in a problem's resolution. The Affirmative Action Officer will also serve as a liaison between the County, compliance agencies, and other community organizations as

necessary. Such Affirmative Action Officer may participate in any programs or policies relative to the training, promotion, transfer or discipline of any person in the employment of the County.

**5.04 Dissemination of the Equal Employment Opportunity and Affirmative Action Program.**

**A. Dissemination of the Policy within the County.** The Affirmative Action Policy and Procedures are made part of the Personnel and General Administrative Policies governing and available to all personnel. Procedures for redress of grievances relating to Affirmative Action shall be as set forth in the Dispute Procedures outlined in the Personnel and General Administrative Policies. These Policies and Procedures are communicated to employees periodically through the Personnel and General Administrative Policies. New employees are informed on the Policy as part of the orientation program. The Affirmative Action and Procedures Plan is posted on designated bulletin boards. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Employment Act are displayed at various locations in County Facilities.

**B. Dissemination of Policy outside the County.** All recruiting sources for County employment will be informed of the County's intent to abide by Equal Opportunity Law and such recruiting sources will be expected to refer candidates for job openings without discrimination against properly qualified individuals solely because of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, and arrest or conviction record. Recruiting sources that are known by the Affirmative Action Officer to be discriminatory will not be used. All recruitment ads and County regular stationary will include the phrase "An Equal Opportunity Employer." Prospective employees are made aware of the existence of our Affirmative Action Plan by visual display. Advertising will not restrict opportunities except where such restrictions are bona fide occupational qualifications. Any individual wanting a copy of the Affirmative Action Plan will be provided a copy upon request.

**C. General.** The Affirmative Action Policies and Procedures Plan is publicized in English. In specific cases where another language is needed or for persons who are visually impaired, readers, translators, and/or interpreters may be made available.

## SECTION 6 - EMPLOYEE SELECTION PROCESS

**6.01 Applications.** All applications for employment shall be made on forms approved by the Personnel Director. The County does not accept applications for positions when there is not an advertised position vacancy, with the exception of on-call positions and also part-time positions in the Sheriff's Department. It is the Department Head's responsibility to collect the applications from the Personnel Director after the application closing date has been reached and screen the applications with the Personnel Director, or his designee, in accordance with Section 6.03.

**6.02 Promotions and Transfers.** In limited cases, it may be possible for a position to be filled through promotion of current County employees. Promotional opportunities for non-union positions may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or Countywide. Candidates for promotion must complete the appropriate steps possess the required skills, knowledge, and abilities, and shall be recommended by the Personnel Director and Department Head. A 60 day orientation period is required for promotions or transfers.

**6.03 Screening.** Once the application closing date has been reached, all completed application forms will be considered for the open position. It is the responsibility of the Department Head, with assistance from the Personnel Director, or his designee, to screen all applications to obtain a workable number of candidates for interviewing. The initial screening is based on job related criteria as has been previously determined in the job description. From those candidates selected for interviews, the hiring decision is made on job related factors including but not limited to:

**A.** Meeting basic job requirements, experience and qualifications;

. . . . .

- 1        **B.** Realistic appraisal of personal characteristics clearly needed;
- 2        **C.** Investigation of criminal conviction records when the circumstances of the offense are
- 3               substantially related to the circumstances of the job; and
- 4        **D.** Pre-employment inquiries to obtain past performance information from former employers and
- 5               other references.

7 First consideration is given to the most qualified, best-suited applicant as determined by the evaluation of  
8 selection criteria for the position.

10 **6.04 Evaluation of Candidates.** Those conducting interviews may evaluate candidates on any basis  
11 as determined prior to the interview with the assistance of the Personnel Director.

13 **6.05 Interviews.** All applicants to be interviewed will be contacted by the Personnel Department.  
14 The Personnel Director will determine who will be included in interviews, including a member of the  
15 hiring department, the home committee chairperson and/or designee. The Department Head shall prepare  
16 interview questions that shall be reviewed and approved by the Personnel Director. Applicants selected  
17 for interview(s) shall bear all expenses for the interview(s). The Personnel Director may administer or  
18 appoint a designee to administer the interview questions. All interviews will be held in closed session per  
19 Wisconsin Statutes.

21 **6.06 Selection.** After all interviews are completed, those conducting the interviews, shall select at  
22 minimum a first (1<sup>st</sup>) and second (2<sup>nd</sup>) alternate candidate, unless the candidates do not meet the desired  
23 qualifications. The Personnel Director shall conduct reference and qualification checks on final  
24 candidates only. If these references are positive, a conditional offer of employment shall be given to the  
25 final candidate contingent upon successful completion of a physical evaluation, if required for the  
26 position, background check, and drug and alcohol test. If the qualifications for a position are not met and  
27 no offer of employment is made, further recruitment efforts to hire a qualified candidate may be made by  
28 the Personnel Director.

30 **6.07** If the person to whom an offer is made does not fill the position or if the position becomes vacant  
31 within twelve (12) months of the date of the candidate's start date, the job may be offered to the second  
32 (2<sup>nd</sup>) alternate candidate or candidates in order of preference after consultation with the Personnel  
33 Director. If the qualified candidates selected from the initial interview decline the position, further  
34 recruitment efforts shall be made by the Personnel Director.

36 **6.08 Eligibility Lists.** Departments may request to advertise for eligibility lists for positions as  
37 follows:

- 39        **A. Sheriff Department.** Jail Officers, Dispatchers, and Road Officers.
- 40        **B. Highway.** Laborers/Truck Drivers and Summer Help.
- 41        **C. Solid Waste.** Truck Drivers.
- 42        **D. Health & Human Services.** Social Workers.
- 43        **E.** See Chapter 2, Section 2, position categories/recruitment for employment.

45 Once the eligible candidates have been interviewed, the selected candidates will be placed on the  
46 eligibility list. The list shall remain on file for up to twelve (12) months for the filling of future vacancies.  
47 The Executive Committee may grant an extension up to six (6) months.

49 **6.09 Hiring of Non-Elected Department Heads.** The chair or designee of the Executive Committee  
50 and/or Home Committee may assist the Personnel Director in screening Department Head applications.  
51 (November 15, 2011) The Executive Committee along with the committee chair shall interview the  
52 candidates recommended by the Personnel Director for appointment to the position of Department Head.  
53 The Personnel Director may request outside participants for the interview process. After interviews have  
54 been completed, the Executive Committee shall recommend the final candidate to the County Board for

approval by Resolution. The only exception shall be the UW Extension Agents, Highway Commissioner and Library Director.

**6.10 Hiring of an Administrative Coordinator/Director of Finance.** The Personnel Director shall assist the Executive Committee in screening applicants. The Personnel Director and Executive Committee shall conduct interviews and the Personnel Director may request outside participants for the interview process. If the Personnel Director position is vacant the Executive Committee shall conduct the interview process. After interviews have been completed, the Executive Committee shall recommend the final candidate to the County Board for approval by Resolution.

**6.11 Letter of Offer.** The Personnel Director shall send a letter of offer and Medical Examination Form, if applicable, to the successful applicant documenting the terms of employment. A copy of the letter of offer will also be given to the Department Head. This offer shall be conditional upon successful completion of the following:

- A. Background Check;
- B. Drug and Alcohol Test;
- C. Physical Evaluation; if applicable
- D. Psychological Evaluation: at the discretion of the Personnel Director or Department Policy.
- E. Reference Check; and
- F. Verification of Qualifications: Those employees, who are required to have a valid Wisconsin driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, other license or certification, or degree to be placed in their personnel file;

The Personnel Director shall notify each unsuccessful candidate in writing upon selection after the interviews, prior to any of the background checks and testing commencing. The background checks and testing shall commence after verbal acceptance of the position by the candidate. Prior to the final candidate starting their position, the Medical Examination Form, if applicable, along with a letter of acceptance shall be returned to the Personnel Director, and all conditions of employment shall be given to the Administrative Coordinator/Director of Finance prior to starting employment. The County shall not pay relocation expenses of any kind.

## SECTION 7 - NEW EMPLOYEE ORIENTATION

**7.01 Policy.** Adams County will follow an established orientation procedure. Where applicable, all new or promoted County employees will receive orientation of all necessary policies and procedures and required training.

### **7.02 Procedures.**

- A. A newly hired employee will meet with the Personnel Director on their first day of employment, for orientation to general conditions of employment. Employees shall sign the form at the back of this policy indicating they have received a copy of the Personnel and General Administrative Policies and any addendums. This form is to be returned to the Personnel Director and placed in the employee's personnel file.
- B. The Department Head or designee, shall orient each new employee to the conditions related to his job location, description, and expectations, workplace safety, and hours of work, lunch and breaks. Said orientation shall include an introduction to fellow workers, the use of the time clock and its location, dress code, safety requirements, lunch and break periods, purchasing supplies, use of telephones and other items as deemed necessary. If possible the Department Head shall assign another employee throughout the employee's orientation period to assist in the orientation of the new employee.
- C. The Payroll Technician will meet with the new employee as soon as possible after their start date to obtain information necessary for personnel records and provide orientation and enrollment in benefits for which the employee is eligible.

D. An orientation checklist shall be completed at each stage of the orientation to ensure discussion of each pertinent item. The completed and signed checklist shall be returned to the Personnel Department for inclusion in the employee personnel file.

**7.03 Department Head Orientation.** In addition to procedures outlined above, the County Personnel Director, County Clerk, Corporation Counsel and Administrative Coordinator/Director of Finance shall be responsible for the orientation of a new Department Head to the County Policies and expectations of the of the Department. An appointment will be scheduled with each of the positions listed above on the first day of employment or as soon as reasonably possible after the start date of the new Department Head. Topics to be covered with new Department Heads will be listed on the Orientation checklist.

The above named positions shall on a continuous basis, provide feedback and positive reinforcement to a new Department Head to ensure a smooth acclimation to the County.

## SECTION 8 - NEW EMPLOYEE DRUG & ALCOHOL TESTING

**8.01** As a condition of employment, all new employees must successfully complete a drug and alcohol test directed by the Personnel Director.

**8.02** This Section does not restrict the County's right to request random medical, drug, or alcohol testing for employees after being hired.

## SECTION 9 - NEW EMPLOYEE PHYSICAL EXAMINATION

**9.01** A physical examination, if applicable, is required before the County employs a person. The physical exam is given in strict compliance with the American with Disabilities Act (ADA) and only after a conditional offer of employment has been made. The County will schedule the appropriate physical examination, if applicable, at the Moundview Memorial Hospital & Clinics, or another institution as selected by the Personnel Director and Department Head. This shall be based on the physical demands listed in the job description. The testing may include one or more of the following: basic employment physical, DOT, hazmat with or without a stress test, audiogram, X-rays or flexibility testing. This will be billed directly to the County's attention:

Personnel Department, P.O. Box 48, Friendship, WI 53934

## SECTION 10 - RESIDENCY

**10.01** The County deems it beneficial and expedient to have protective service and other vital service employees reside within the County. However, only those employees required by Statutes shall be required to reside in the County.

## SECTION 11 - VOLUNTEER SERVICE POLICY

**11.01 Purpose of Policy.** The County recognizes that people in the community can make great contributions as volunteers. The County also recognizes the potential liability exposure incurred with engaging the services of volunteers. Proactive risk management efforts can control and minimize liability exposures to help ensure that the use of volunteers is a positive experience for both the volunteers and the County.

**11.02 Definition.** "Volunteer" is a person recognized and authorized by the County or one of its Officials, employees, or agents to perform services for the County without receipt of salary or compensation, other than reimbursement for reasonable expenses incurred in service to the County. Reimbursement for expenses shall be at the discretion of the Department Policy.

**11.03 Employees as Volunteers.** An employee of the County may not volunteer for the County when the employee's volunteer duties would involve the same type of service, which the individual is employed to perform for the same agency in accordance with the Fair Labor Standards Act (FLSA). All volunteer services provided by an employee of the County shall be performed outside of the normal hours of work for the employee.

**11.04 Volunteer Orientation and Information.** Each department shall orientate the volunteer to the workplace, review of the job to be performed, introduction to persons that they will be working with, appropriate safety policies, injury reporting policies and applicable department policies. Each department shall present to the County Treasurer the name and address of all Volunteers. The list should be updated monthly for additions and deletions. If the Volunteer will use their own automobile for conducting County business, a copy of the Driver's License and the declaration page of their insurance shall be provided and submitted to the Treasurer. Per the Wisconsin County Mutual Insurance Corporation, the limits of coverage the volunteer should have are:

\$100,000 per person  
\$300,000 per accident Bodily Injury  
\$ 50,000 per accident Property Damage, or  
\$300,000 Combined Single Limit

**11.05 Confidentiality.** Volunteers are responsible for maintaining confidentiality of all privileged information to which they are exposed while serving as a volunteer. This includes information pertaining to employees, other volunteers, clients, or other related Department information. It is the Department Head's responsibility to review this policy with the Volunteer.

**11.06 Reference and Criminal Background Checks.** Reference and criminal background checks are required for volunteers who will:

1. Be responsible for providing services to the public without a County employee being present; or
2. will be assisting citizens with their personal or financial matters.
3. The Personnel Department will conduct the criminal background checks for Departments after volunteer services have been accepted. Each Department will be responsible for performing the reference checks using a standard form, which can be obtained from the Personnel Department.

**A. Caregiver Background Checks.** The County is prohibited from accepting volunteer services from any person, who has been convicted of, or has a pending charge for, a serious crime as defined by Statute or Departmental rule. This also applies to a person found to have abused or neglected a client or child, or to have misappropriated client property. The Department is responsible for Caregiver Background Checks.

**11.07 Recognition of Volunteer Service.** Each year in December, the Personnel Director will draft a resolution, submit it to the Executive Committee for approval recognizing all volunteers for their service the expiring year, to be forwarded to the County Board in January.

CHAPTER THREE: EMPLOYMENT INFORMATION

SECTION 1 - WORKING HOURS

**1.01** The normal workweek for full-time County employees may be either thirty-seven and one half (37 ½) or forty (40) hours depending on the Department or collective bargaining agreement. The workweek begins at 12:01 a.m. each Sunday and ends at 12:00 midnight each Saturday. When possible, offices shall remain open during the lunch hour. Employees shall stagger their lunch period to accommodate this schedule.

**1.02** Flex scheduling may be worked out with the approval of the Department Head as long as it does not interfere with the operation of the office or create overtime and/or comp time.

**1.03** Work hours of the Sheriff, Highway and Solid Waste Departments are set forth in their collective bargaining agreement.

**1.04** The Department Head will inform employees of the specific hours employees are to work.

**1.05** Employees shall inform their Department Head or supervisor of any departures from their place or places of work. Department Heads and supervisors have a duty to monitor and account for the work-related activities of their employees throughout their working hours.

**1.06 (1) Lunch Periods and Breaks.**

**A.** Each employee who works a full shift shall receive at least a one-half (½) hour unpaid lunch break which will normally fall approximately midway through the shift. Employees of some Departments may receive a one (1) hour unpaid lunch break, depending upon the Departments service hours or collective bargaining agreement.

**B.** Lunch periods are not to be skipped, or used at the beginning or end of the workday, without the specific approval of the employee's Department Head or supervisor. Employees are considered off duty, and are free to leave the premises, during lunch periods. Employees shall punch out at the beginning of their lunch and punch back in when returning to work.

**C.** Each employee is allowed a paid relief period of ten (10) minutes for each one-half (½) day's work. Break time cannot be accumulated in any manner or used to extend lunch periods or to shorten the workday. Employees are not allowed to leave the work premises during their ten (10) minute break.

**D.** Lunch periods and rest breaks are to be arranged between the employee and the Department Head or supervisor. Breaks are to be scheduled so that adequate staff coverage is provided and County services are not interrupted.

**1.06 (2) Break Time for Nursing Mothers.** Under Section 7 of the amended Fair Labor Standards Act, employers are required to provide reasonable break time for an employee to express breastmilk for her child(ren) for up to one year after the child(ren)'s birth, each time such employee has need to express the milk.

**A.** An employee interested in participating in the County Lactation Program should contact their supervisor, Department Head, or Personnel Director. The employee will be assisted in arranging the required time plus a private, clean room, not a rest room, with access to electricity where the employee will be comfortable expressing milk.

**B.** Anticipated lactation times shall be established by each employee based on her work schedule. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. Additional unpaid break time or flex time may be granted by the Department Head solely for the purpose of expressing milk, as long as providing such break time does not unduly disrupt operations.

- C. Certified Lactation Consultants are available through the Adams County Health & Human Services Department of Public Health to assist employees with questions regarding breastfeeding, storage of breastmilk, use of a manual or electric pump and to provide information to help new mothers continue breastfeeding after returning to work.
- D. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the Adams County's policies and procedures for discrimination and harassment. Employees will not be retaliated against for exercising their rights under this policy.

**1.07 Daylight Savings Time.** Employees who are required to work during the change of Daylight Savings Time shall be paid for the actual hours worked.

**1.08 Response Time.** In order to respond to emergency and service needs, employees may be required as part of their job description to be able to meet specific response times.

## SECTION 2 - PERSONNEL RECORDS

**2.01 Personnel Files.** The Personnel Director shall maintain the official files of all County employees in accordance with Chapter 19, Wisconsin Statutes.

**2.02 Inspection of Records.** The public may request in writing to the Personnel Director to inspect personnel files. The County shall provide inspection of personnel records to the public in accordance with Chapter 19, Wisconsin Statutes with approval of the Corporation Counsel.

**2.03** Employees, or a representative designated in writing by the employee, upon written request to the Personnel Director, shall have the opportunity to inspect any documents in his or her own personnel file in accordance with §103.13, Wisconsin Statutes.

**2.04 Maintenance of Records.** The records of the County shall be maintained as set forth in the County Master Records Retention Schedule, and applicable State Statutes.

**2.05 Employment References.** Professional references concerning past employment with the County shall be given by the County Personnel Director only.

## SECTION 3 - POLITICAL ACTIVITY

**3.01** No employee is precluded from engaging in political activity provided such activity does not interfere with normal work performance, is not conducted during normal working hours and does not involve the use of County equipment or property. No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliation, except as provided for in this Section. No employees or Elected Official shall directly or indirectly use or seek to use their authority or the influence of their position to control or modify the political action of another person. Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended.

## SECTION 4 - NEPOTISM

**4.01** The term 'relative' refers to an immediate family member or person living in the same household. No relative can be employed in an immediate superior or subordinate relationship. No Board or Committee member, Department Head, supervisor, employee, or Elected Official, may take part in the selection, appointing of authority, evaluation, promotion, demotion, lay-off, termination or assignment of benefits or supervision of any relative.

**SECTION 5 - CONFLICTS OF INTEREST AND MISCONDUCT**

**5.01** No employee shall accept directly, or indirectly, any property, personal advantage, money, or any other form of payment in kind which the employee is not authorized to receive or with the understanding that the employee will act in a certain manner in relation to any matter which is pending or might come before the employee.

**5.02** No employee shall commit any of the following acts:

**A.** Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;

**B.** Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;

**C.** Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;

**D.** Make an entry in an account or record book or return, certificate, report or statement which, in a material respect, he intentionally falsifies;

**E.** Under power of his office or employment, intentionally solicit or accept, for the performance of any service or duty, anything of value which he knows is greater or less than is fixed by law;

**F.** In his private capacity, negotiate or bid for or enter into a contract in which he has a private financial interest, direct or indirect, if, at the same time, he is authorized or required by law to participate in his capacity as an employee, in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on his part and/or;

**G.** Participate in the making of a contract in which he has a private financial interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part.

**5.03** Subparagraphs **F** and **G** do not apply to contracts in which any single employee is privately interested that do not involve receipts and disbursements by the County aggregating more than \$15,000 in any year pursuant to §946.13, Wisconsin Statutes.

**5.04** Any employee that commits any of the above prohibitive acts shall be subject to discipline pursuant to the Discipline and Discharge Section of the Personnel and General Administrative Policies.

**SECTION 6 - MUTUAL RESPECT AND PROTECTION POLICY**

**6.01** It is Adams County policy that all individuals be treated courteously, professionally, fairly and with respect. This is articulated by the doctrine of Mutual Respect that has two key elements:

**A.** The Adams County employee has responsibility to those we serve, reflected in our desire to be honest, courteous and helpful, and to recognize why an individual is seeking service and the individual's perspective;

**B.** The Adams County citizen has responsibility to appropriately communicate the citizen's service needs, be prepared to assist county personnel, and not be verbally or physically abusive.

**6.02** Verbal or physical abuse may include words or behavior that is disrespectful or threatening, condescending, indecent, profane, and includes any act of intimidation through a violation of personal space. All Adams County service providers shall treat all individuals with respect at all times. Examples of respect include:

1. Using respectful language in all verbal, written and electronic communication;
2. Being open and attentive to the point of view of others;
3. Using input and feedback in a respectful manner;
4. Expressing disagreements tactfully and respectfully;
5. Respecting the ideas, values and traditions of others.

**6.03 Procedure to Respond to a Violation of this Policy**

**A. Individual Employee.** If an individual determines that someone has violated this policy, that individual should first attempt to resolve the situation by informing the violating party that the behavior is unacceptable. If the situation is not resolved satisfactorily, or if an individual does not feel comfortable confronting an offender, a Mutual Respect and Protection Incident Report form should be completed as soon as possible and routed through the individual's immediate supervisor.

(Note: the Mutual Respect and Protection Incident Report form is for reporting purposes only, and is not intended to be used to judge an individual employee's actions in addressing the situation. However, if it is established that an individual knowingly made false accusations, that individual will receive corrective action and/or disciplinary action, up to and including termination.)

**B. Supervisor/Department Head.** It is the responsibility of management to ensure that all incidents are properly addressed. The immediate supervisor shall submit the completed Mutual Respect and Protection Incident Report form including any action taken by the supervisor to address the situation, to the Department Head, the Personnel Director, and to the Administrative Coordinator/Director of Finance no later than the close of business on the next workday following the incident. In addition, any threat of physical violence shall be reported to the Adams County Sheriff's Department.

If a supervisor has not finished the investigation/action of an incident within the time period allotted, the supervisor should submit the Mutual Respect and Protection Incident Report form with a notation as to when the investigation/action will be completed. Once the supervisor has completed the action, a supplemental communication addressing the action shall be forwarded to the Department Head, Personnel Director, and Administrative Coordinator/Director of Finance.

**C.** The Administrative Coordinator/Director of Finance has one business day from receipt of the communication to address the incident upon review of all the relevant facts relative to the case. The administrator's actions/comments shall be forwarded to the Department Head, employee, Personnel Director and, if necessary, the Sheriff for action.

**6.04** Under no circumstances will retaliation or intimidation toward a complainant and/or others involved in an investigation be tolerated. If the complainant or any other individual who has participated in an investigation is subjected to any retaliation or intimidation, he or she should report such action immediately to the Personnel Director.

**6.05 Posting of Policy.** In an effort to ensure customers to Adams County facilities have access to this policy, all Adams County facility entrance areas shall have a copy of the Mutual Respect and Protection Policy notice posted in a viewable place and manner.

**6.06** It is the duty of every employee to deal courteously and professionally with the public and other employees. Favorable impressions created by courteous and professional public relations develop citizen goodwill and support for the employee, his/her Department, and the County as a whole. Any disposition or demeanor indicating an attitude of discourteousness toward the public will be cause for disciplinary action up to and including dismissal.

**SECTION 7 - PERSONAL APPEARANCE AND HOUSEKEEPING**

**7.01** All clothing must be respectable, clean, neat and not in need of repair. There are two (2) dress code categories.

**A. Field Wear** - Specific to a department and approved by the Department Head. Clothing is chosen as it relates to job assignment/activity. When not on field duty employees will be expected to wear business casual.

**B. Office Wear** – General dress code used in all County Offices at all times unless field wear. Appropriate attire will be considered as **“business casual”**.

a. The following are **never appropriate** for **Office Wear**:

1. Shorts of any kind (walking, bermuda, cut-offs, low riser or hip hugger pants)
2. Tank tops
3. Halter tops
4. Midriff tops
5. Strapless tops
6. Flip flops (beachwear type)
7. Rubber Garden shoes (Croc type)
8. Skirts/dresses that are considered micro or mini (nothing more than 3 inches above the knee)
9. Athletic Wear
10. Hats – caps/hats may not be worn inside of buildings
11. Clothing exhibiting any type of promotional depictions and/or potentially offensive words, terms, logos, pictures, cartoons or slogans. This is not to prohibit the wearing of appropriate logos, items supporting local or state organizations on appropriate days on/or near the events.
12. Jeans (~~must be clean, free of rips, tears, fraying and may not be excessively tight or revealing~~)(that are dirty, ripped, torn, frayed, or excessively tight or revealing)

**7.02 Modesty “Clause”** – Clothing that reveals too much cleavage, your back, your chest, your stomach or your undergarments is not appropriate for a place of business.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choices of clothing to wear to work. If you experience uncertainty about acceptable business casual attire for work please ask your Department Head/Supervisor. The enforcement of this guideline is the responsibility of management and supervisory personnel. The key point to sustaining an appropriate “business casual” attire program is the use of common sense and good judgment and applying a dress code that is conducive to our business environment. **[Remember if you question the appropriateness of the attire, it probably isn’t appropriate.]**

**7.03** Department Heads and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps.

- A. If questionable attire is worn the Department Head/Supervisor will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
- B. If an obvious policy violation occurs the Department Head/Supervisor will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
- C. Repeated policy violations will result in disciplinary action.

## SECTION 8 - STORAGE OF PERSONAL BELONGINGS ON COUNTY PROPERTY

**8.01** County owned lockers, desks, file cabinets, electronic equipment, and vehicles are not the private property of the employee. There is no reasonable expectation of privacy with regard to their contents and they are subject to inspection.

SECTION 9 - OFFICE ETIQUETTE

**9.01** Please be respectful when you are in another employee's work area. The employee may be on the phone or need less noise interruptions to do their work. When entering others offices, especially when you are meeting with clients, visitors, or members of the community, or even another employee, please be polite and knock before entering, and wait for acknowledgment. Most Offices in the County have an open door policy, but may not want to be interrupted at that time. Manners and respect to all are necessary in the workplace.

SECTION 10 - CONFIDENTIALITY

**10.01 Scope.**

- A. The purpose of this Section is to familiarize or acquaint employees with the general principles, rules, laws and exceptions as it relates to confidentiality. This is not intended to be an exhaustive discussion of the topic. Specific questions regarding the release of information shall be referred to the Department Head. Consultation with the Corporation Counsel shall be required.
- B. Confidentiality refers to the protection of information that is intended to be private. A policy of confidentiality serves to encourage parties to speak freely and provide information that they might not normally disclose to another party. Since most Departments exist solely for the purpose of serving the public, the County must maintain the highest standards of confidentiality to ensure the best possible service to the public.
- C. The requirements that certain information be kept confidential may arise from statute, privilege, contract, ethical rules, or by County Policy. Violation of confidentiality rules may result in discipline, litigation, criminal penalties, civil monetary penalties or a deterioration of the service relationship between the County and the public.

**10.02 Departmental Policies on Confidentiality.** The best source for information on confidentiality requirements for employees is the Personnel Director and Department Head. Each Department shall be required to implement a written policy on the confidentiality requirements. All employees, interns, students, and contract service providers shall be provided with a copy of the confidentiality policy for their Department and shall sign an acknowledgment that they agree to abide by the policy, which shall be filed in the employee's official personnel file. Each Department shall hold periodic training on the requirements of its confidentiality policy. Copies of these policies shall be filed with the Personnel Director, and updated by January of each year.

**10.03 Open Records.**

- A. Public policy favors providing members of the public with access to information and records of governmental activities. The policy is based on the idea that all persons are entitled to the greatest possible information regarding the government and the official acts of those Officers and employees who represent them. Confidentiality is actually an exception to the Open Records and Open Meetings Law.
  - B. Each Elected Official, County Chairperson, Administrative Coordinator, Appointed Officer or individual Department Head, or any local public official per Wis. Statutes 19.32 (1dm) is the legal custodian of his/her records and the records of the office.
  - C. The Department or Committee Member preparing the agenda shall notice the agenda of a meeting at least twenty four (24) hours in advance of the meeting for the public, all members of the news media who have requested notice, and the official newspaper. As a general rule it is advised by the Attorney General that it should be noticed in three different locations. The agenda shall include time, date, place of the meeting, and subject matter. If there is an anticipated closed session it must be noticed as such in accordance with Wisconsin Statutes. In an emergency situation, a meeting may be called without twenty four (24) hours notice, but emergency meetings do require at least two (2) hours notice of the meeting *and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.*
- October 18, 2011

- . . . . .
- D. The Department or Committee Member preparing the minutes is responsible for submitting a hard copy of the meeting minutes with associated handouts/attachments to the County Clerk within ten (10) working days after the meeting.
  - E. All information collected by a Department, whether written or oral, is subject to the County confidentiality requirements.
  - F. Employees from one (1) Department may see confidential information from another Department in the course of their regular employment. For example, employees from the Administrative Coordinator/Director of Finance Office may pay invoices for the Health & Human Services Department. The Administrative Coordinator/Director of Finance employees are bound by the same confidentiality standards as those in the Health & Human Services Department.
- Employees should be aware that it may be a violation of this Section to release information on individuals receiving services to other Departments, members of the County Board, or even the employee's Home Committee. Any employee found not abiding by this Policy shall be subject to discipline pursuant to the Discipline and Discharge Section of the Personnel and General Administrative Policies.

## SECTION 11 - HARASSMENT

**11.01 Anti-Harassment Statement.** The County is committed to maintaining a work environment that is free of illegal discrimination and harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based on a person's protected status as defined by law, and as indicated in this Policy. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

**11.02 Scope.** This Policy applies to all Elected Officials, salaried and bargaining unit employees within the County, and to all other employees, including full-time, part-time, temporary or agency personnel. It also includes others who do business with the County such as outside contractors, vendors or customers.

**11.03 Sexual Harassment.** All County employees are responsible for helping to prevent harassment. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, whether or not such conduct is repeated, constitute sexual harassment especially when:

- A. Submission to such conduct is an explicit or implicit term or condition of employment;
- B. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

**11.04 Sexual Harassment Definitions.** In accordance with Equal Employment Opportunity Commission (EEOC) guidelines, sexual harassment is defined as:

- A. **Unwelcome or Unwanted Sexual Advances.** This means patting, pinching, brushing up against, hugging, kissing, fondling, arms around shoulders, or any other similar physical contact normally considered unacceptable by another individual.
- B. **Requests or Demands for Sexual Favors.** This includes subtle or blatant expectations, pressures, threats, or requests for any type of sexual favor, which may be accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment, career or salary status.
- C. **Verbal Abuse.** Teasing or joking that is sexually oriented and usually considered unacceptable by another individual. This includes comments about an individual's body or appearance when such comments go beyond mere courtesy; telling dirty jokes that are clearly unwanted or considered offensive by others; or tasteless, sexually-oriented comments, innuendoes, questions or actions which may offend other reasonable people.

- D. **Engaging in Any Type of Sexually Oriented Conduct.** This includes conduct that would unreasonably interfere with another's work performance such as extending unwanted sexual attentions to someone, which, in turn, reduces productivity or time available to work at assigned tasks.
- E. **Creating a Work Environment that is Intimidating, Hostile, or Offensive.** A work environment may become intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, remarks, demands, physical contacts, or attentions. Such items as explicit or exposing posters, calendars, pictures, cartoons, or leers, gestures, questions or comments are also included.

**11.05 Complaint Procedure.** Any employee who believes another person subject to this Policy is sexually harassing them shall promptly take the following steps:

- A. If possible, the employee shall politely but firmly inform the harasser how they feel about the actions and request that the person ceases the harassment.
- B. If the harassment continues, or if the employee believes some employment consequence may result from such a confrontation, the employee shall report it to his immediate supervisor, Department Head, Personnel Director, Corporation Counsel or Administrative Coordinator/Director of Finance.
- C. If the employee feels a resolution has not been reached in the previous steps, or if the employee believes some employment consequence may result from making such a complaint, the employee shall ask the Personnel Director, or designee, to investigate the complaint.
- D. If the complaint is against the Administrative Coordinator/Director of Finance, the Executive Committee will investigate or arrange for an outside, independent investigator to conduct an investigation of the complaint.

**11.06 Confidentiality.** Confidentiality will be maintained to the greatest extent possible in order to protect the reporting person's identity as well as potential defamation of a wrongfully accused person. However, in most instances it will be necessary, at some point, to identify the reporting person so a thorough investigation can be completed.

**11.07 Non-Retaliation.** No retaliatory action is permitted against any employee who, in good faith, raises or reports a legitimate issue of sexual harassment or other discriminatory practice.

**11.08 Investigation.**

- A. Sexual harassment claims shall be investigated as promptly and as thoroughly as possible by those conducting the investigation, and within the guidelines of County Policy by the Corporation Counsel and Personnel Director or other agency that is deemed appropriate by the Administrative Coordinator/Director of Finance.
- B. In all cases, when an investigation is required, the investigation process will start no later than ten (10) business days after the Personnel Director receives a formal written complaint.
- C. Accurate and complete records of all interviews shall be maintained.
- D. Normally, interviews shall be conducted with the reporting employee, alleged harasser, and witnesses.
- E. The reporting employee and accused harasser shall be notified in writing of the decisions reached.

**11.09 Corrective Actions.** Corrective action based on substantiated complaints of sexual harassment against any employee may include discipline, up to and including discharge.

**SECTION 12 - CONFIDENTIALITY OF MEDICAL RECORDS**

**12.01** The County respects the confidentiality and privacy rights of all of its employees. Accordingly, the results of any test administered under this Policy and the identity of any employee participating in the County's Employee Assistance Program (EAP) or other assessment or treatment program will not be

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revealed by the County to anyone except as required by law. The County will release an employee's record as directed by the express written consent of the employee authorizing release to an identified person. In addition, the County will ensure that any lab or agency used to conduct testing under this Policy will maintain the confidentiality of employee test records. However, the lab or testing agency will disclose information related to a positive drug or alcohol test of any individual to the County. The County may disclose this information to the employee or to the decision maker in a lawsuit, grievance, or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug test or alcohol test; or as required by law, including court orders and subpoenas. The Medical Review Officer (MRO) will not reveal individual test results to anyone, except the County Personnel or Administrative Coordinator/Director of Finance Offices, unless the MRO has been presented with a written authorization from the tested employee.

**12.02** All records related to drug and alcohol tests of individual employees will be maintained in individual medical files separate from the employee's personnel file. These records will be stored in a locked cabinet in the Personnel Director Office and access will only be allowed to those employees who have a legitimate need to review the records of a particular employee.

CHAPTER FOUR: SALARIES AND WAGES

SECTION 1 - WAGES

**1.01** Employee salaries shall be determined by classification as set by the County Board using the County Pay Structure. No employee shall be paid per diem. Elected Official salaries shall be determined by the County Pay Structure set by the County Board, in accordance with Wisconsin State Statutes.

**1.02** Any change in an employee's wages or a change in employment status shall be submitted on an Employee Change Notice by the Personnel Director to the Administrative Coordinator/Director of Finance Office prior to the Friday preceding payroll week, after the status change occurs.

**1.03** Employees hired prior to January 1 shall receive a step increase in pay on April 1 of each year. A step increase shall be given once a year until they reach market comparability (Grade 7) and then moving up a step every other year. Employees hired after January 1 will not be eligible for a step increase until the following year. (adopted May 18, 2010)

**1.04** Terminated employees whose last day worked occurs prior to the date a change in the County Pay Structure is adopted, shall not be entitled to retroactive pay.

**1.05** The Personnel Director shall send a letter to all employees, with a copy to the Administrative Coordinator/Director of Finance Office, who are transferred, reclassified, promoted, demoted, or who are temporarily assigned to another position documenting the pay and benefits that shall be received with the change in the employee's position.

**1.06 Transferring from Part-Time to Full-Time.** An employee who transfers from part-time to full-time in the same classification will be placed on the lowest step that will not result in a reduction in salary.

SECTION 2 - OVERTIME AND COMPENSATORY TIME

**2.01** The Federal Fair Labor Standards Act regulates hours of work and overtime pay for employees covered by the Act. Employees are classified in accordance with the Federal Fair Labor Standards Act (FLSA) as either exempt or non-exempt. Exempt employees include Department Heads, supervisors, managers, and professional employees. Non-exempt employees, or those covered by the Act, are all other employees. If an employee has a question as to which category he is in, the employee shall contact the Personnel Director. Details regarding the implications of FLSA as it pertains to time-keeping requirements and treatment of employees on a salary or hourly basis, as well as fringe benefit rights, are set forth in other provisions of the Policy.

**2.02 Overtime.** Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:01 a.m. through Saturday 12:00 a.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

**2.03 Compensatory Time.** Compensatory time is granted rather than overtime pay, at the Department Heads discretion, at one and one-half (1½) times the hours worked in excess of forty (40) hours per workweek. Compensatory time should be granted for unusual occurrences or Department requirements only. The Department Head or supervisor shall approve the earning of compensatory time by signing the employee's timecard.

2.04 **Non-exempt Employees.**

- A. For non-exempt employees, hours worked in excess of the forty (40) hours in a workweek shall be compensated in compensatory time off or overtime pay, at the Department Head's option. This shall accumulate at the rate of one and one half (1½) times, either the hours worked for compensatory time, or the rate of regular pay for overtime pay. If overtime pay is selected, it shall be paid in the pay period in which the overtime was earned.
- B. If an employee works at two (2) or more job assignments, the number of hours worked for all such job assignments must be combined for purposes of these rules.
- C. Overtime and compensatory time off is based on actual hours worked. Sick leave, vacation leave, compensatory time off, or any other paid and unpaid leaves of absence, will not be considered hours worked for purposes of calculating overtime or compensatory time off.
- D. Subject to the Department Head or supervisor's approval, compensatory time instead of overtime may be allowed for regular full-time non-exempt employees, which works in excess of forty (40) hours in a workweek.

2.05 **Exempt Employees.**

- A. Exempt employees under the Fair Labor Standards Act will not be required to use the time clock. Exempt employees are required to submit a timecard, with the hours written down indicating the hours to be paid and actual hours worked, and any paid leaves of absence.
- B. Full-time exempt (salaried) employees are normally expected to work an average of forty (40) hours per workweek. Exempt employees may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that exempt employees shall take no more than one (1) full day off consecutively for hours worked in excess of forty (40) hours for work outside of normal working hours, not to exceed four (4) calendar days in a calendar year. All full-time exempt salaried employees shall have their benefits calculated based on a forty (40) hour workweek. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee. Any violations of this policy shall be reported to the Personnel Director for appropriate disciplinary action, up to and including termination.  
Exceptions to this policy shall include Park Managers of Petenwell and Castle Rock Park, and law enforcement exempt employees. Although the intent is not to allow time off on an hour for hour basis, additional compensatory time may be granted for hours worked in excess of forty (40) hours per work week, at the discretion of the Department Head.

2.06 **Use of Compensatory Time.**

- A. The Department Head or supervisor prior to the employee taking the compensatory time shall approve the hours that the employee plans to be absent from work.
- B. Compensatory time will accrue in not less than fifteen (15) minute increments.
- C. The employee may receive compensatory time off equal to one and one-half (1½) times the number of hours worked, in lieu of cash payment for overtime.
- D. Compensatory time may not be used prior to the actual earning of the compensatory time.
- E. Compensatory time may be accumulated, not to exceed one hundred hours (100), any hours in excess shall be paid out. It is the Department Head's responsibility to monitor and pay out employees for any excess hours. All compensatory time earned shall be used by the December 15<sup>th</sup> or paid out by the last payroll period of each year for all employees.
- F. Compensatory time may never be used in such a manner as to constitute an opportunity to be absent from work for longer than one (1) continuous workweek.

2.07 An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall only transfer two (2) working days of compensatory time to the new position. The

remaining balance of accumulated compensatory time shall be paid out, by the Department the employee is moving from, at the employee's rate of pay prior to the transfer, promotion, or reassignment.

**2.08 Reimbursement for Travel Time.** Federal Law applies to compensation for travel time required of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-exempt employee who is required to travel during hours that are in addition to the normal workday shall be paid overtime for those hours. If the travel is overnight, then a FLSA non-exempt employee is eligible for overtime for hours that are in addition to the normal workday only if he drives an automobile to the conference. In no instance shall an employee be paid to travel to the employer's work site if it is the first stop of the day. In this case the employee begins being paid once the employee arrives at work.

### SECTION 3 - TIMECARDS

**3.01** Exempt employees under the Fair Labor Standards act will not be required to use the time clock. Exempt employees are required to submit a timecard, with the hours written down indicating the hours to be paid and actual hours worked, and any paid leaves of absence.

**3.02** Non-exempt employees are required to use the time clock to record hours worked each day. Each non-exempt employee shall file an accurate timecard, with the listing actual hours worked, vacation, floating holiday, bereavement, sick time, or any other paid leave of absence used, as required by the Federal Fair Labor Standards Act. Willful falsification of a timecard by an employee is grounds for discharge. Unintentional filing of an inaccurate timecard is grounds for discipline.

**3.03** If an employee cannot punch his/her card, then the time may be written in and initialed by his/her department head. However, employees will not punch timecards for other employees. Employees punching for other employees will first be given a warning. A second offense will result in termination. If, by accident, an employee punches another employee's card, than the mistake must be initialed and approved by the Department Head.

**3.04** Each employee shall sign their timecard verifying that the time documented is accurate and correct. It is the responsibility of the Department Head or his designee to also sign the timecard indicating he has reviewed the information and agrees the employee is paid as provided by the information on the timecard. Timecards for all employees are to be to the Administrative Coordinator/Director of Finance Office prior to 9:00 a.m. on Monday the week payroll is being processed.

**3.05** Department Heads are required to sign their own timecard verifying that the time documented is accurate and correct. No other signatures will be required of a Department Head's timecard.

**3.06** Employees are not allowed to commence work prior to the established starting time or continue to work beyond the established stopping time, without the prior authorization of their Department Head. Doing so may result in discipline for the employee.

**3.07** The County utilizes the policy established by the U.S. Department of Labor regarding rounding practices for recording of paid time. Minor differences between clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies should be discouraged since they raise doubt as to the accuracy of the records of hours actually worked. Therefore, pursuant to the rounding practices provision of the Fair Labor Standards Act, starting time and stopping time to the nearest quarter hour is permitted. For example, when an employee punches in and commences work eight (8) minutes after their regular starting time, the starting time will be recorded to the nearest quarter hour (i.e. the employee punches in at 8:08 a.m. and is treated as having punched in at 8:15 a.m.). However, an employee who punches in and commences work prior to 8:08 a.m. is treated as having started work at the nearest quarter hour, i.e. 8:00 a.m. The same applies to an employee who works late and punches out at 4:38 p.m. the employee is treated as having worked to the nearest quarter hour, i.e. 4:45 p.m. However, an employee who works until 4:37 p.m. and punches out at that time is treated as having worked until 4:30 p.m.

Presumably, this arrangement averages out so that employees are fully compensated for all the time they actually work. For enforcement purposes the rounding rule of computing working time will be accepted, provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all time the employee has actually worked.

**3.08** Employees who are absent from work due to approved FMLA or Workman's Compensation leave shall indicate the type of leave on their timecard, whether it be for paid or unpaid leave. In the event the time is due to workman's compensation, the employee should include the date of injury.

#### SECTION 4 - PAY CHECKS

**4.01 Pay Schedule.** Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday. Pay stubs shall be available for Highway employees by Thursday afternoon, prior to a scheduled Friday payday.

#### SECTION 5 - RECLASSIFICATION

**5.01** The reclassification of an employee is the reassignment of a position from one (1) pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

- A. A Department Head or non-represented employee may request a classification review from May 1<sup>st</sup> to May 31<sup>st</sup> each year.
- B. Employees requesting reclassification shall submit the request to their Department Head in writing along with a Job Description Questionnaire (JDQ) and recommended job description.
- C. A reclassification request by a Union employee shall be processed according to the collective bargaining agreement.
- D. All recommended employee reclassifications shall be submitted by the Department Head to the Personnel Director using the Justification For Upgrades Form. The Personnel Director may forward it to the consulting firm and then to the Executive Committee. Actions by the Executive Committee shall be forwarded to the Department Head in writing by the Personnel Director within sixty (60) days of the request. Any changes shall take effect January 1<sup>st</sup> of the year following the reclassification, unless changed by the Executive Committee any emergency reclassifications deemed necessary by the Personnel Director will be considered by the Executive Committee. *(A step increase will not be given to any reclassified position until the following year.)(adopted 5/18/2010)*
- E. When reclassified to a lower position, an employee's pay shall be changed to the rate of pay in the new salary range, which is closest to the current step without providing a decrease in pay. If the current rate of pay exceeds the maximum rate in the new salary range, the employee shall be red-circled.

#### SECTION 6 – ORIENTATION PERIOD

**6.01** An employee is required to serve a sixty (60) day orientation period to get acquainted with the new job duties. If, during this period, either the Department Head, or Personnel Director or the employee believes the status change is not suitable, the employee may return or will be returned to the position formerly held. If the position has been filled or eliminated the employee shall be placed on lay-off status.

## CHAPTER FIVE: BENEFITS

### SECTION 1 - FRINGE BENEFITS

**1.01** Fringe benefits participation is generally available to employees working an average of eighty five (85) hours or more per month per year. Union contract provisions governing union employees may differ from those eligibility standards and County contribution levels. Limited Term Employees (LTE) are covered under FICA, Unemployment Compensation, Workers' Compensation and Wisconsin Retirement, if they qualify. It is the employee's responsibility to notify the Personnel Director who will forward a copy to the Administrative Coordinator/Director of Finance Office within two (2) calendar weeks of all changes in address, marital status or if there has been a change in a dependents status that may affect any of the benefits offered by the County. Any of the benefits listed in the Personnel and General Administrative Policies are subject to change anytime at the County's discretion.

### SECTION 2 - HEALTH INSURANCE

**2.01** Regular full-time or part-time employees, and seasonal full-time employees, working an average of least eighty five (85) hours per month per year shall be eligible for health insurance coverage. On-call, seasonal part-time and LTE employees are not eligible for health insurance coverage.

- A. Any employee that participates in the County insurance shall take single insurance if they are the only person covered on the plan, and shall take family insurance if a spouse, dependent or both will be covered under the plan. Insurance coverage shall be effective the first (1<sup>st</sup>) day of the month following one (1) complete month of employment.
- B. In the event of a layoff, the health insurance can be continued until the end of the month following the month in which the layoff occurs. By law, health insurance will be continued for leaves of absence under the Family and Medical Leave Act.
- C. Upon the termination of County employment, health insurance coverage for employees with family or single coverage plans will be provided as required by law, under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- D. An employee who retires after ten (10) or more years of full-time employment with the County may remain in the group provided the retired employee pays the full premium in advance for the applicable coverage. Coverage for retirees or retirees' spouses who are over sixty five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits. These ages shall be changed to reflect any future amendments to the Federal laws governing the Social Security Administration.
- E. A spouse of a retired employee shall be eligible, subject to carrier approval and conditions, to purchase health insurance provided to current employees, relative to the unit last employing such retiree, as long as the spouse pays the premiums and any other associated costs so that there is no cost to the County, until the spouse becomes eligible for Medicare. However, should such retiree decease prior to the spouse attaining Medicare eligibility, the spouse shall be permitted the option to purchase County health insurance as required by State and Federal Law.

### SECTION 3 - DENTAL AND VISION INSURANCE

**3.01** The County offers both dental and vision insurance to employees. This is voluntary coverage and is paid one hundred percent (100%) by the employee. The County shall make no contributions to this coverage. Enrollment forms and coverage information is available in the Administrative Coordinator/Director of Finance office. New employees are eligible for enrollment at the start of their employment with the County. Insurance coverage shall be effective the first (1<sup>st</sup>) day of the month following one (1) complete month of employment. Existing employees may add or terminate coverage

only during the open enrollment period in December of each year. Notification will be provided to employee of the open enrollment period by payroll check insert.

#### SECTION 4 - LIFE INSURANCE

**4.01** All employees who are eligible to participate in health insurance are also eligible to participate in the basic group life insurance and accidental death and dismemberment plan sponsored by the County. The County will pay one hundred percent (100%) of the premium for an employee to have a \$5000 life insurance policy. This is available for the employee only, no dependent or spouse coverage is offered on this plan.

**4.02** The County also has a group life insurance plan available from Employee Trust Funds (ETF) for State and Local Governments pursuant with Chapter 40, Wisconsin Statutes. Once you have been an active member of the Wisconsin Retirement System (WRS) for at least six (6) months, you may enroll in the group life insurance program. There are four (4) coverage options, which include: Basic Plan, Supplemental Plan, Additional Plan, and Spouse and Dependent Plan.

**4.03** The County offers a traditional whole life insurance plan to employees that work 20 hours or more per week as well as their spouses, dependent children and grandchildren. The plan is offered by Boston Mutual Life Insurance Company and the premium is paid 100% by the employee and is offered via a payroll deduction.

#### SECTION 5 - FLEX BENEFITS PLAN

**5.01** Section 125 of the Internal Revenue Code (IRC), which authorizes Flexible Benefits Plans, allows employees to convert a taxable cash benefit (salary) into non-taxable benefits after they have been employed for thirty (30) days. Employees are eligible to enroll in the flexible benefits plan if they work a minimum of eighty five (85) hours per month per year. Under a Flexible Benefits Plan, an employee may choose to pay for certain qualified medical expenses before taxes are deducted from his paycheck. The below options are all voluntary and employees do not have to participate in the Flexible Benefits Plan. Employee may participate in none, one (1), two (2), or all three (3) of the plan options available. Any wages contributed to these plans are tax-free. Any wages contributed will decrease and employee's State, Federal and Social Security wages, in return the employee does not have to pay State, Federal, Medicare or FICA taxes on the contributions.

**5.02** This plan is subject to change according to IRS changes.

#### SECTION 6 - RETIREMENT BENEFITS

**6.01 Wisconsin Retirement System (WRS).** An employee's eligibility and coverage is controlled by the regulations of the Wisconsin Retirement Fund and the applicable statutes.

#### SECTION 7 - DEFERRED COMPENSATION

**7.01** Deferred Compensation is a program that permits an employee, through payroll deduction, to defer a portion of his salary on a regular basis that will be invested in a tax deferred retirement savings account. This program is voluntary and the employee pays one hundred percent (100%) of the contributions. The County will make no contributions to these accounts. The County has made available two (2) programs for employees to participate.

Enrollment forms are available in the Administrative Coordinator/Director of Finance Office or you can go to the above websites to enroll.

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**SECTION 8 - SOCIAL SECURITY**

**8.01** All employees shall contribute to the Social Security Fund as required by Federal Law. Social Security contributions are at matching employee-employer rates and rates are subject to change.

**SECTION 9 - EMPLOYEE ASSISTANCE PROGRAM (EAP)**

**9.01** The County recognizes that a wide range of problems not directly associated with an employee's job function can have an impact on an employee's job performance. In many instances the employee will overcome these problems on their own or with supervisory assistance. When this is not the case, the County believes it is in the best interests of the employee, his family and the County to make available a service to deal with the problems of alcohol or drug abuse, personal problems, and marriage or family problems, to assist the employee in resolving the problem and restoring satisfactory job performance. This section does not govern drug or alcohol testing, or follow-up treatment or counseling, required by other programs such as those governing employees holding commercial driver's licenses.

**9.02** The decision to seek assistance under the EAP is the responsibility of the individual employee. Department Heads may refer employees to EAP because of job performance problems as part of a recommendation to rectify the problem. In the case of a Department Head, the Personnel Director would make a referral to the EAP.

**9.03** Employees or their families' participation in the EAP is voluntary. An employee or a family member of an employee who wishes to take advantage of this program should contact the EAP Provider.

**9.04** Confidential and private handling of an employee's personal information associated with EAP will be honored in accordance with law. No one will be made aware of the employee's participation in the EAP unless authorized in writing by the employee. Private discussions an employee has with the EAP staff will not be disclosed to anyone, except when failure to disclose would likely result in an imminent threat of serious bodily harm to an employee or another person.

**SECTION 10 - WORKERS' COMPENSATION**

**10.01** Any employee who is absent from work due to work-related illness or injury, which absence is of sufficient duration to result in payment of Workers' Compensation, shall be paid per Wisconsin State Statutes.

**SECTION 11 - COBRA AND HIPAA COMPLIANCE**

**11.01** The County shall remain compliant, as required by law, with the Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Health Insurance Portability and Accountability Act (HIPAA).

## CHAPTER SIX: LEAVES OF ABSENCE

### SECTION 1 - VACATION

- 1.01** This vacation schedule applies to all non-represented employees.
- Vacation accruals begin on the day of hire for all eligible employees.
  - The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.
  - Every employee must use 80 hours of vacation a year.
  - Every employee must use one consecutive block of 40 hours.
  - Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

Years of Service	Prorated Vacation Hours per Year	Vacation accrued per work hour
0-6	80 Hours	.0384 hrs
7-12	120 Hours	.0577 hrs
13-19	160 Hours	.0769 hrs
20+	200 Hours	.0962 hrs

- Full-time employees shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs
7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs
20+	200 Hours	7.693 hrs

- Newly appointed, non-represented employees with seven (7) or more years of qualifying experience may be placed at the 120 hour level. Qualifying experience to be determined by the Personnel Director.

**1.02** The 160 hour rate does not take effect until 13 years of service with Adams County.

**1.03** Vacation time will be accrued and be available for use on a bi-weekly basis. Vacation may not be taken without prior approval of the Department Head or their designee.

**1.04** An employee who moves from one position to another in the County by transfer, promotion or reassignment shall be credited with accumulated vacation leave in the new position.

**1.05** Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation) layoff, death or retirement shall be paid for unused earned vacation. In case of death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.

### SECTION 2 - HOLIDAYS AND FLOATING HOLIDAYS

**2.01** **Holidays.** Each regular full- time employee shall be granted the following holidays off with pay:

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day

- F. Thanksgiving Day
- G. Day after Thanksgiving (except Highway Department employees)
- H. The last workday immediately preceding Christmas
- I. Christmas Day
- J. Any other holiday granted to a union employee by union collective bargaining agreement.

**2.02** If a holiday falls on Saturday, the preceding Friday is considered the holiday. If a holiday falls on Sunday, the following Monday is considered the holiday. In order to qualify for holiday pay, the employee must work the last regularly assigned work day before and the first regularly assigned work day after the given holiday, unless off due to an excused absence.

**2.03 Floating Holiday.** In addition to holidays, one (1) floating holiday shall be granted to all employees who have been employed by the County for three (3) or more years, on January 1<sup>st</sup>, following the third (3<sup>rd</sup>) year of employment. The floating holiday must be used during the calendar year in which it is earned or it shall be considered waived by the employee. There is no cash payout for the floating holiday upon termination.

### SECTION 3 - SICK LEAVE

**3.01 Accumulation.** All full-time employees shall earn one (1) day per month and accumulate up to twelve (12) days of sick leave per calendar year. Regular part-time non-union employees shall be pro-rated based upon the average number of hours in the employee's workweek. Total maximum accumulation of sick leave is one hundred eight (108) workdays. A day shall mean the number of hours in the employee's workday. All sick leave days shall be computed on the whole basis per the following formula depending on the date of hire:

- A. On or before the 16<sup>th</sup> - First (1<sup>st</sup>) day of month hired.
- B. On the 17<sup>th</sup> or after - First (1<sup>st</sup>) day of following month hired.

**3.02** Sick leave shall be construed as a form of insurance against a loss of income during a short-term illness rather than a free leave. Sick leave does not permit an employee the right to a certain number of days off each year with pay as does vacation or holiday pay. Accrued sick leave may be used for:

- A. Personal illness
- B. Bodily injuries
- C. Maternity or paternity
- D. Medical, dental, or optical appointments
- E. Attendance for the care of immediate family. Immediate family includes mother, father, spouse, son or daughter, including stepparents and stepchildren, and grandparents.
- F. Leaves shall be taken as provided by the Federal Family and Medical Leave Act and Wisconsin Family Leave Act. Contact the Personnel Director for more information.

**3.03** To use sick leave, employees should give the Department Head three (3) working days advance notice of appointments. Except when emergency conditions prevail, an employee must give notice to their Department Head or supervisor prior to the start of the employee's shift on the first (1<sup>st</sup>) day of absence, if possible to do so. If not possible to give prior notice, then notice shall be given as soon as practical.

**3.04 Eligibility.**

- A. Sick leave benefits shall begin with the first (1<sup>st</sup>) day of absence. Sick leave shall only be used if there is a minimum of one (1) hour of work missed and can only be used if the employee was scheduled to be at work.
- B. For employees claiming sick leave of more than three (3) days, the County shall require a doctor's certification of the employee's illness.
- C. Employees may be allowed to use sick leave if they become ill while on vacation. However,

a doctor's certificate to support this illness shall be required without request by the County.

**3.05** An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall be credited with accumulated sick leave credits in the new position.

**3.06** Upon layoff, retirement, resignation, or death (providing the retiring or resigning employee has given the County a minimum of ten (10) working days advance notice of such resignation), an employee shall receive, as a severance bonus, fifty percent (50%) of the sick leave accumulation he/she has in cash payout, not to exceed thirty (30) work days. Employees having fifteen (15) or more years of service with the County shall receive as their severance bonus payment of seventy five percent (75%) of the sick leave days he/she has accumulated, not to exceed sixty seven (67) workdays. If an employee fails to give a minimum of ten (10) working days advance notice of resignation, they shall receive no pay out of accrued sick leave.

#### SECTION 4 - PERSONAL LEAVE

**4.01** An Application for Leave of Absence Form for all personal leaves shall be completed and sent to the Personnel Director to be placed in the medical or personnel file.

**4.02** A full-time employee who is to be absent from his employment for any reason not otherwise provided for, must make application for non-paid leave of absence. The Department Head may grant a leave of five (5) consecutive workdays or less without further authorization. The Department Head shall discuss leaves of absence for more than five (5) consecutive workdays with the Personnel Director and the two shall agree on any acceptations. All leaves of absence shall be without pay under this Section, and shall be granted only after all other paid leave has been used. If a personal emergency occurs during the workday, employees shall make a reasonable attempt to contact their Department Head or supervisor before leaving work. If the Department Head or supervisor is not available, the employee shall notify the Personnel Director.

**4.03** If an employee is in an unpaid status for more than fifteen (15) days, and desires to continue health insurance coverage during the leave, the employee shall pay the premium in advance of the leave to the payroll clerk. There shall be no loss of seniority, but benefits do not accrue during the leave.

**4.04** Any personal leave meeting the requirements of the Wisconsin or Federal Family and Medical Leave Acts shall be counted as family and medical leave time under these statutes.

#### SECTION 5 - UNEMPLOYMENT COMPENSATION

**5.01** Employees are eligible for unemployment compensation benefits in accordance with the laws of the State of Wisconsin. All unemployment compensation information shall be provided by the Personnel Director.

#### SECTION 6 - FAMILY AND MEDICAL LEAVE

**6.01** Family and medical leaves are available to employees as specified below or as may be provided under other existing policies or agreements. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

##### **6.02 General Requirements.**

- A.** Eligibility and Length of Leave: Family & Medical Leave refers to unpaid family, care-taking and medical leave for eligible employees. Eligible employees may be able to take unpaid family, care-taking or medical leave under Federal and/or State law.

. . . . .

- 1 Wisconsin law allows employees who have worked at least 1,000 hours in the past 52 weeks
- 2 to take leave in a calendar year.
- 3 1. Up to 6 weeks of family leave during any 12 month period for the birth or adoption of a
- 4 child. This leave must begin and end within 16 weeks of the birth or adoption of a child.
- 5 2. Up to 2 weeks of family leave during any 12 month period to care for a child, spouse,
- 6 domestic partner, parent, or parent of a domestic partner suffering from a serious health
- 7 condition.
- 8 3. Up to 2 weeks of medical leave during any 12 month period for an employee to care for
- 9 his/her own serious health condition.
- 10 B. Federal law allows employees who have worked at least 1,250 hours and 12 months to take
- 11 up to 12 weeks of leave in a year, which is calculated in one of four ways prescribed by
- 12 federal law, for one or more of the following reasons:
- 13 1. Family leave for the birth of an employee's child or because of the placement of a child
- 14 with the employee for adoption or foster care.
- 15 2. Family leave to care for a child, spouse or parent suffering from a serious health
- 16 condition.
- 17 3. Medical leave for an employee to care for their own serious health condition.
- 18 4. Due to any qualifying exigency arising out of the fact that a covered military member is
- 19 on active duty or called to active duty status in support of a contingency operation.
- 20 C. Time Allowed: Time allowed under County policies and agreements and also under Federal
- 21 and State Statutes is to be used concurrently and not consecutively. For example, County
- 22 sick leave used for the birth of a child also qualifies as birth or placement leave under the
- 23 state and federal laws and, therefore, is also deducted from an employee's leave entitlement
- 24 under the state and federal laws.
- 25 D. Definitions:
- 26 1. "Serious health condition" is defined as a disabling physical or mental illness, injury,
- 27 impairment, or condition involving any of the following:
- 28 a. Inpatient care in a hospital, nursing home, hospice, or residential medical facility.
- 29 b. Outpatient care that requires continuing treatment or supervision by a health care
- 30 provider.
- 31 2. A "qualifying exigency" is defined as the following:
- 32 a. Short-notice deployment.
- 33 b. Military events and related activities.
- 34 c. Childcare and school activities.
- 35 d. Financial and legal arrangements.
- 36 e. Counseling.
- 37 f. Rest and recuperation.
- 38 g. Post-deployment activities.
- 39 h. Additional activities not encompassed by any of the above, but agreed to by the
- 40 employer and employee.
- 41 3. A "covered military member" means the employee's spouse, son, daughter, or parent on
- 42 active duty or called to active duty status.
- 43 4. A "domestic partner" means either of the following:
- 44 a. "Registered domestic partners" are two individuals who have registered their
- 45 domestic partnership with the Register of Deeds in their county of residence and meet
- 46 the following criteria:
- 47 1. The individuals must be at least 18 years of age and capable of consenting to a
- 48 domestic partnership;
- 49 2. Neither individual in the domestic partnership may be married to, or in a domestic
- 50 partnership with, another individual;
- 51 3. The individuals must share a residence;
- 52 4. The individuals must not be more closely related than second cousins; and
- 53 5. The individuals must be of the same gender.

- . . . . .
- 1                   b. “Nonregistered domestic partners” are two individuals, whether the same or opposite
  - 2                   genders, who have not registered their domestic partnership and meet the following
  - 3                   criteria:
  - 4                   1. The individuals must be at least 18 years of age and capable of consenting to a
  - 5                   domestic partnership;
  - 6                   2. Neither individual in the domestic partnership may be married to, or in a domestic
  - 7                   partnership with, another individual;
  - 8                   3. The individuals must share a residence;
  - 9                   4. The individuals must not be related by blood in a way that would prohibit marriage
  - 10                  under Wis. Stat. § 765.03;
  - 11                  5. The individuals must consider themselves to be members of each other’s
  - 12                  immediate family; and
  - 13                  6. The individuals must agree to be responsible for each other’s basic living
  - 14                  requirements.
  - 15                  5. “Week” means five eight hour work days of leave for purposes of calculating intermittent
  - 16                  or partial leave.
  - 17                  6. For each work day or work week in which an employee works fewer than the regularly
  - 18                  scheduled hours by using intermittent or partial leave, the specific amount taken will be
  - 19                  deducted for purposes of computing leave taken and leave remaining.
  - 20                  7. “In loco parentis” means having day-to-day responsibilities to care for and financially
  - 21                  support a child with whom one has no biological or legal relationship.
  - 22                  8. Calendar year refers to the months of January through December.

23

24   **6.03 Birth or Placement Leave.**

- 25   **A.** Unpaid birth or placement leave may be used within 16 weeks before, or within 12 months
- 26   following the birth of the employee’s natural child, the placement of a child with the
- 27   employee for adoption, or the placement of a child with the employee for 24-hour foster
- 28   care that is made by or with agreement of a licensed child welfare agency or County Social
- 29   Services/Human Services Department.
- 30   **B.** In a calendar year, no employee may take more than 12 weeks of birth or placement leave.
- 31   In addition, no more than 12 weeks leave can be taken for the birth of any one child. If
- 32   both the mother and father of a child are employed by the County, they are entitled only to
- 33   a combined total leave of 12 weeks.
- 34   **C.** An employee may substitute a maximum of six weeks accrued paid sick leave or other
- 35   accrued leave for the first six of the otherwise unpaid 12 week period, provided the first six
- 36   weeks occur within a period of 16 weeks before to 16 weeks after the birth or placement.
- 37   After the first six weeks, county policy requires that any paid vacation, floating holiday or
- 38   compensatory leave time be used prior to unpaid leave for part or all of the remaining leave
- 39   period. No substitution of accrued paid sick leave is permitted for foster care placement.
- 40   **D.** An employee must submit a written request for birth or placement leave not less than 30
- 41   days before the leave is to commence and must schedule the leave after reasonably
- 42   considering the County’s needs. If the date of the birth, adoption or foster care placement
- 43   requires leave to begin sooner, the employee shall provide notice as soon as possible. The
- 44   employee shall identify if and what type of paid accrued leave the employee intends to
- 45   substitute as provided under the law. All of the notification requirements are included on
- 46   the Medical Certification form available from the Personnel Department.
- 47   **E.** For the first six weeks, an employee may take birth or placement leave as an intermittent or
- 48   partial absence in employment in increments of no less than one-half hour, or as allowed by
- 49   union agreement. An employee who does so shall schedule the intermittent or partial
- 50   absence so it does not unduly disrupt the County’s operations. To comply with this
- 51   requirement, an employee must provide the County, in writing, with the proposed schedule
- 52   of intermittent or partial absences no less than two weeks before the schedule of absences is
- 53   to begin. The schedule must be sufficiently explicit so that the County is able to schedule

replacement employees, if necessary, to cover the absences. Intermittent or partial leave must conclude within sixteen weeks following the birth, adoption or foster placement of a child. The remaining period of up to six weeks must be taken in a single block, but exceptions may be granted.

F. The employee must provide medical certification as required in (6.06) below.

#### **6.04 Family Illness Leave.**

A. Unpaid family illness leave may be used to care for an individual, who has a serious health condition and is the employee's:

1. Spouse
2. Biological, adopted or foster child
3. Child for which the employee stands "in loco parentis"
4. Biological parent or parent who stood "in loco parentis" to employee
5. Spouse's parent
6. Domestic partner
7. Domestic partner's parent

B. In a calendar year, no employee may take more than 12 weeks of family illness leave for the employee's spouse, child or parents. A maximum of two weeks of family illness leave may be taken for a spouse's parent, domestic partner or a domestic partner's parent.

C. An employee may substitute a maximum of two weeks accrued paid sick leave or other accrued leave for the first two weeks of the otherwise unpaid 12 week leave period. After the first two weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period.

D. An employee must consider the needs of the County when scheduling family illness leave. If an employee intends to use family illness leave for planned medical treatment or supervision of a family member, as defined above, the employee must do the following:

1. Give the County two weeks advance written notice of the intent to take such leave, the reason for the leave, and the planned dates of the leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued time the employee intends to substitute as provided under the law.
2. Schedule medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.
3. Provide the required medical certification as required in, (6.06) below.

E. When medically necessary, an employee may take family illness leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

#### **6.05 Employee Medical Leave.**

A. Unpaid medical leave may be used by an employee who has a serious health condition which makes the employee unable to perform his or her job duties. An employee may choose that any paid accrued leave be substituted for part or all of the otherwise unpaid 12 weeks leave. After the first two weeks, the County requires that any paid vacation, floating holiday or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave. No employee may take more than 12 weeks of unpaid medical leave in a calendar year.

. . . . .

- 1       **B.**    An employee may schedule medical leave as medically necessary. If an employee intends  
2       to use the medical leave for a planned medical treatment or supervision, the employee  
3       must:  
4       1.    Give the County two weeks written advance notice of the intent to take a leave, the  
5       reason for the leave, and the planned dates of leave. This requirement may be waived  
6       in emergency situations. The employee shall also identify if and what type of paid  
7       accrued leave the employee intends to substitute as provided under the law.  
8       2.    Schedule the medical treatment or supervision so that it does not unduly disrupt the  
9       County's operations. Provide the County with a proposed schedule for the leave with  
10      reasonable promptness after the employee learns of the probable necessity of the leave.  
11      The schedule must be sufficiently explicit so that the County can schedule replacement  
12      employees, if necessary.  
13      3.    Provide the required medical certification as required in (6.06) below.  
14    **C.**    When medically necessary, an employee may take employee medical leave as intermittent  
15      or partial absences from employment in increments of no less than one-half hour, or as  
16      allowed by union agreement. An employee who does so shall schedule the intermittent or  
17      partial absence so that it does not unduly disrupt the County's operations. To comply with  
18      this requirement, an employee must provide the County, in writing, with the employee's  
19      proposed schedule of intermittent or partial absences with reasonable promptness after the  
20      employee learns of the probable necessity of such leave.

21  
22   **6.06    Medical Certification.**

- 23   **A.**    If an employee requests leave under this policy, the employee must obtain a Medical  
24      Certification form from the Personnel Department. This form must be completed by the  
25      employee and the health care provider treating the family member or employee. In the case  
26      of placement for adoption or foster care, a copy of the legal documentation attached to the  
27      Medical Certification form will substitute for the health care provider's certification.  
28   **B.**    If requirements for certification are not completed, the County may deny the leave. The  
29      County may request a second health care provider's opinion and/or periodic recertification  
30      at the County's expense.  
31

32   **6.07    Insurance and Benefits.**

- 33   **A.**    While an employee is on approved paid leave, benefits continue as if the employee  
34      remained at work. While an employee is on approved unpaid leave, the County will  
35      maintain group health insurance under the conditions that applied before the leave began,  
36      and the employee will make arrangements to pay the employee's portion of the health  
37      insurance premium and the full premium for life and dental insurance during the term of the  
38      unpaid leave. The County's obligation to maintain health insurance benefits will terminate  
39      if and when an employee informs the County of an intent not to return to work at the end of  
40      the leave period, if the employee fails to return to work when leave entitlement is depleted,  
41      or if the employee fails to make any required payments while on leave.  
42   **B.**    If the employee does not return to work after the leave entitlement has been exhausted, the  
43      County has the right to recover the health insurance premiums paid on behalf of the  
44      employee during a period of unpaid leave. An employee must return to work for at least  
45      thirty calendar days in order to be considered to have "returned" to work.  
46

47   **6.08    Return from Leave.**

- 48   **A.**    An employee returning from employee medical leave is required to obtain medical  
49      certification from the health care provider that the employee is able to resume work.  
50   **B.**    An employee returning from leave as provided under this policy can return to his or her  
51      prior position if vacant at the time the employee returns to work. If the position is no  
52      longer vacant, the employee shall be offered an equivalent position with equivalent  
53      benefits, pay, and other terms and conditions of employment.

- C. An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

**6.09 Interpretation.** Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the Human Resources Department for clarification.

## SECTION 7 - MILITARY CAREGIVER LEAVE

Federal law allows eligible employees who are family members of covered service members to take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

“Family members of a covered service member” include the spouse, son, daughter, or parent, or next of kin of a covered service member. A “son or daughter of a covered service member” means the covered service member’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age. A “parent of a covered service member” means a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.” The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member’s next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member’s next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member.

A “covered service member” is defined as a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee’s 12 workweeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this “single 12-month period,” the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited. A “serious injury or illness” means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

. . . . .

1 An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying  
2 reason during the “single 12-month period,” provided that the employee is entitled to no more than 12  
3 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee  
4 and in order to care for such son or daughter; because of the placement of a son or daughter with the  
5 employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a  
6 serious health condition; because of the employee’s own serious health condition; or because of a  
7 qualifying exigency. Thus, for example, an eligible employee may, during the “single 12-month period,”  
8 take 16 weeks of FMLA leave to care for a covered service member and 10 weeks of FMLA leave to care  
9 for a newborn child. However, the employee may not take more than 12 weeks of FMLA leave to care  
10 for the newborn child during the “single 12-month period,” even if the employee takes fewer than 14  
11 weeks of FMLA leave to care for a covered service member.

## 12 **SECTION 8 - RETURN TO WORK PROGRAM**

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15 **8.01** The Return to Work Program provides for the early return to work for employees who suffer an  
16 illness or injury that prevents them from performing their normal duties. It is in the best interest of both  
17 the employee and the County that the return to work be arranged as soon as possible. Prior to the  
18 employee returning, the County Job Assessment Form shall be completed by the Department Head and  
19 the County Return to Work Form needs to be completed by the employee’s attending physician. These  
20 forms are available in the Personnel Department and shall be returned to the Personnel Director upon  
21 completion. This program offers an employee the opportunity to return to work within their medical  
22 restrictions, as identified by the employee’s attending physician on the Job Assessment Form. The  
23 Personnel Director, along with the employee’s Department Head, shall determine work availability.  
24 Transitional work assignments will be reviewed within the employee’s Department and if nothing is  
25 available or appropriate, other Departments may be considered, on a case-by-case basis. The Personnel  
26 Director shall coordinate with other Departments to identify projects, tasks and the physical requirements  
27 of each that could be performed by the employee.

## 28 **SECTION 9 - BEREAVEMENT LEAVE**

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31 **9.01** In the event of a death in the immediate family or your spouse’s immediate family of a regular  
32 full-time or regular part-time employee, including probationary employees, such employee will be paid  
33 for the time off necessary to make arrangements for the funeral or to attend a funeral as provided in this  
34 Section. An employee may be required to furnish verification providing the basis for the leave. All  
35 bereavement leave shall be taken within a week of the funeral.

- 36 A. Five (5) consecutive workdays for employee's spouse, parent or children.  
37 B. Three (3) consecutive workdays for employee's brother, brother-in-law, sister, sister-in-law,  
38 mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, grandparent,  
39 grandchild or other members of immediate household.  
40 C. One (1) workday in the event of the death of another near relative, such as an, uncle, great-  
41 uncle, aunt, great-aunt, niece, great-niece, nephew, or great-nephew or if the employee is  
42 called upon to be pallbearer or to participate in a military funeral.

43  
44 **9.02** All employees shall receive one-half ( $\frac{1}{2}$ ) day funeral leave with full pay for the funeral of a  
45 fellow employee. “Fellow employee” is defined as someone employed in the same department or office  
46 as the person taking funeral leave. Department Heads may permit employees, other than fellow  
47 employees of deceased County employee, two (2) hours leave to attend the decedent's funeral.  
48 Department Heads shall not, however, close their offices during such two (2) hour period unless the  
49 decedent worked in conjunction with such department or office on a regular basis.

## 50 **SECTION 10 - CATASTROPHIC LEAVE**

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53 **10.01** An employee is eligible to receive catastrophic leave pursuant to this policy in the event of the  
54 death of an immediate family member (defined as spouse, child, stepchild, parent or step-parent) or for

serious health conditions of an immediate family member. In an event of an employee's death, the beneficiary may apply for catastrophic leave. To be eligible for the County Catastrophic Leave Program for a serious health condition, the affected employee must also apply and be approved for the Family and Medical Leave Act. In exceptional circumstances an employee may request a waiver of the 1250 hour FMLA requirement for hours worked within the past twelve (12) months.

**10.02** Any County employees may donate a maximum of five (5) sick leave days to eligible employees for catastrophic leave. Eligible employees may receive a maximum of forty (40) days in donations of sick leave per occurrence of catastrophic leave eligibility. Regular part-time employees are eligible to donate and receive sick leave, but may not increase any hours or benefits by such use. Temporary employees and LTE employees are not eligible for the program.

**10.03** A serious health condition is defined for this Policy to be the same definition as under the Federal Family and Medical Leave Act.

**10.04** Employees who wish to apply for Catastrophic Leave shall complete a Catastrophic Leave Application. Once completed, the form shall be submitted to the Personnel Director for approval with notification to the Department Head. Once approved the form will be provided to the Administrative Coordinator/Director of Finance Office, which will make a written announcement or solicitation for donations. The announcement shall be placed on all official county bulletin boards for a period of ten (10) workdays.

**10.05** Any employee that wants to donate sick leave must complete a Catastrophic Leave Donation Form. Once completed, the form shall be returned to the Administrative Coordinator/Director of Finance Office. Employee donations of sick leave time must be in whole day increments, cannot exceed five (5) days per donation, and cannot decrease the donor employee's sick leave balance to less than ten (10) days.

**10.06** Donated sick leave transfers will be accepted on a first in, first used basis as determined by receipt of the authorization at the Administrative Coordinator/Director of Finance Office. Forms received after the maximum donations have been received will be returned to the donor with an appropriate explanation.

**10.07** Donors should be made aware that donated time will be reflected on their official leave balances during the same pay period is actually credited to the recipient's account.

## SECTION 11 - MILITARY LEAVE

**11.01** Military leaves of absence will be handled according to Federal and/or State laws. Employees on bona fide military leave shall be permitted to utilize accumulated compensatory time for a period of military training up to a maximum of fourteen (14) days per year. The employee shall provide a written copy of his military orders to his Department Head and the Personnel Director, who shall further verify the employee's accrued time status.

## SECTION 12 - JURY DUTY LEAVE

**12.01** During any period of jury service, the employee will receive pay from the County equal to his regular hours of service, not to exceed his normally scheduled hours for the day. All compensation fees received for jury duty by the employee shall be given to the County Treasurer.

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**SECTION 13 - SUBPOENA LEAVE**

**13.01** An employee is given time off with pay when subpoenaed by the County to appear before a court, public body or commission in connection with County business. Any witness fees received, less travel allowance, shall be returned to the County Treasurer.

**SECTION 14 - DEPARTMENT HEAD TIME OFF**

**14.01** Department Heads who will be out of the area, or are unavailable at their home phone for three (3) or more days, shall contact the Personnel Director, Chair of their Home Committee and the Administrative Coordinator/Director of Finance in writing, or by email, to inform them of the dates the Department Head will be out of the area, the phone number where they can be reached, cell phone or pager number if available, and the name and phone number of the person responsible for the Department in their absence.

**CHAPTER SEVEN: EMPLOYEE DISCIPLINE AND DISCHARGE****SECTION 1 - COMMUNICATION AND COMPLAINT**

**1.01** All communications and complaints that may result in employee discipline shall be made to the Personnel Director in writing.

**SECTION 2 - DISCIPLINE AND DISCHARGE**

**2.01 Actions that may result in Discipline or Discharge.** Nothing in this policy is to be construed as establishing a “just cause” standard for discipline of employees. Listed below are examples of behaviors or actions, which, in the absolute discretion of the County, may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive.

- A.** Incompetence or inefficiency in the performance of duties;
- B.** Any unlawful manufacturing, distributing, dispensing, possessing, having a blood alcohol concentration of above .00, (absolute sobriety) or with a detectable amount of restricted control substance in the workplace. This Policy, however; does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to the employee or if authorized by the Department Head for undercover work;
- C.** Insubordination or failure to perform duties as instructed;
- D.** Willful and intentional refusal to perform work assignment, or to follow orders of supervisor;
- E.** Arguing, verbal abuse or assault of a County Board Supervisor, Department Head, Supervisor, co-worker, or member of the general public;
- F.** Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;
- G.** Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;
- H.** Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;
- I.** Make an entry in an account or record book or return, certificate, report or statement of which in a material respect, he intentionally falsifies;
- J.** Carelessness and negligence in the handling or control of County property or theft or the unauthorized appropriation of property for their own use;
- K.** Careless or sloppy work resulting in poor quality, or concealing defective work;
- L.** Use of offensive or abusive language, discourteous, insulting, abusive or inflammatory conduct toward a County Board Supervisor, Department Head, Supervisor, co-worker, or member of the general public;
- M.** Tardy or absent from work without permission or proper notification;
- N.** Excessive unscheduled absences or abuse of sick leave privileges;
- O.** Soliciting, accepting or offering bribes as prohibited;
- P.** Dishonesty in performance of duties;
- Q.** Willful falsification of a timecard or records;
- R.** Sleeping during working hours;
- S.** Leaving job without permission;
- T.** Violation of County or Department Policies;
- U.** Engaging in illegal discrimination of the public, employer or fellow employee;
- V.** Engaging in harassment as set forth in Chapter 3 of the Personnel and General Administrative Policies;
- W.** Unauthorized release of information required to be kept confidential by Federal Law, Wisconsin Statutes, Administrative Rules or Regulations, or by County Policy;
- X.** If an employee is a caregiver whose employment is covered by Federal or State Law, or Department of Health and Family Services Rules and required by §48.685 and §50.065,

.....

- 1 Wisconsin Statutes, then conviction of a serious crime as defined under those laws, will be a
- 2 violation of County policies;
- 3 Y. Determination made that the employee has abused or neglected a client or child or to have
- 4 misappropriated a client's property delineated by Federal Law, Wisconsin Law, or
- 5 Department of Health and Family Services Rules and as required by §48.685 and 50.065,
- 6 Wisconsin Statutes;
- 7 Z. Gambling on County property;
- 8 AA. Unavailability for work because of incarceration;
- 9 BB. Fighting or creating a disturbance among co-workers;
- 10 CC. Making false or malicious statements with the intent to harm or destroy the reputation,
- 11 authority or official standing of an individual or organization
- 12

13 **2.02 Disciplinary Procedure.** Discipline shall be applied to all County employees for violation of the  
14 Personnel and General Administrative Policies, or other reasonable work standards not specifically  
15 defined herein, but only after Department Head consults with the Personnel Director or in their absence  
16 the Corporation Counsel. As part of the disciplinary process, the County shall conduct an adequate  
17 investigation, prepare a list of potential violations, provide a copy to the employee for comment, and meet  
18 with the employee, and his union representative if applicable, to discuss the allegations and the response.  
19 While the following sequence of discipline is normally administered, the Personnel Director and  
20 Corporation Counsel will exercise the appropriate measure of discipline.

- 21 A. **First (1<sup>st</sup>) offense - Verbal Reprimand.** The employee will be given a verbal reprimand in
- 22 private. The Department Head or immediate supervisor shall give the employee the reason
- 23 for being disciplined and also the manner in which the employee shall correct his problem in
- 24 the future. A letter shall be given to the Personnel Director and placed in the employee's
- 25 official personnel file with the signatures of both, the Department Head or immediate
- 26 supervisor and the employee receiving the reprimand. The letter shall include the date and
- 27 time of the reprimand, state that this was a verbal reprimand, the reason for the discipline, and
- 28 include what shall be done to correct the problem in the future.
- 29 B. **Second (2<sup>nd</sup>) offense - Written Reprimand.** The employee shall be given a written
- 30 reprimand with a copy given to the Personnel Director to be placed in the employee's official
- 31 personnel file. The written reprimand shall be signed by the Department Head or immediate
- 32 supervisor and by the employee who is acknowledging receipt. A copy shall be provided to
- 33 the employee and this will list the rule or policy broken and a manner to improve
- 34 performance.
- 35 C. **Third (3<sup>rd</sup>) offense - Suspension/Demotion.** The employee may be suspended with or
- 36 without pay, or demoted, by the Department Head, upon prior approval by the Personnel
- 37 Director and Corporation Counsel. The Personnel Director will send a letter to the suspended
- 38 or demoted employee, notifying them of the action taken and place a copy of the letter in the
- 39 employee's personnel file.
- 40 D. **Fourth (4<sup>th</sup>) or additional, offense - Termination.** The employee may be terminated by the
- 41 Department Head upon prior approval by the Personnel Director. The Personnel Director
- 42 shall notify the Chair of the Home Committee of the termination. The Personnel Director will
- 43 send a letter to the terminated employee notifying them of the action taken and place a copy
- 44 of the letter in his/her official personnel file. The Personnel Director will inform the
- 45 Executive Committee of terminations.
- 46

47 **2.03 Department Head Discipline.** Unless WI Statutes directs otherwise, in situations involving  
48 Department Heads, the Personnel Director or the Corporation Counsel shall administer disciplinary  
49 procedures as outlined in this section regarding first and second offense or Sec. 59.26 Wisconsin Statutes.  
50 The Personnel Director or Corporation Counsel shall address the Home Committee prior to discipline.  
51 Upon notification from the Personnel Director of a third and fourth offense disciplinary procedures shall  
52 be administered by the Home Committee and then the County Board in consultation with the Personnel  
53 Director and Corporation Counsel.

54

2.04 **Administrative Coordinator/Director of Finance, Personnel Director, and Corporation Counsel Discipline.** Unless otherwise directed by the Wisconsin Statutes, in situations involving the Administrative Coordinator/Director of Finance, the Personnel Director, or the Corporation Counsel, the Executive Committee Chair shall conduct all disciplinary investigations and administer any disciplinary action in consultation with the Executive Committee and County Board.

### SECTION 3 – RESIGNATIONS & TERMINATIONS

#### 3.01 **Resignation Notice.**

- A. Employees wishing to resign in good standing shall give written notice to the Department Head not less than ten (10) business days before such resignation shall be effective. The Department Head shall provide written notice of the resignation to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the Department Head and the Personnel Director.
- B. Department Heads, supervisors, managers, and professional employees shall give thirty (30) calendar days written resignation notice to the Personnel Director, with a copy to the Administrative Coordinator/Director of Finance and the Home Committee Chair. When a resignation notice is received it shall be accepted by the Personnel Director and shall be final unless reversed by the Home Committee Chair.
- C. Failure to give the minimum notice of resignation listed above shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.

3.02 **Notification of Termination/Resignation.** When notified that an employee is leaving, the Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems at the appropriate time.

3.03 **Payout.** Employees who resign, retire, or are discharged shall be paid in full by no later than the date on which the employee regularly would have been paid under the County's established payroll schedule. In case of the death of an employee, the full amount of wages due shall be paid to the spouse, children, or other dependent living with such employee at the time of the death.

3.04 **Exit Interview.** An Exit Interview shall be conducted with full-time employees who are separating from County employment regardless of their length of service, position or circumstances of separation. The Personnel Director shall conduct an Exit Interview prior to the time the employee separates from County employment. The Exit Interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where policies and procedures are in need of review or revision, and where supervisory or managerial practices need modification or improvement. Employees are requested to complete the Exit Interview Form and return it to the Personnel Director. A summary of comments will be provided to the Department Head and Home Committee.

3.05 **Return of County Property.** Employees leaving County employment shall return all identification card, keys to all County property, all materials and equipment that belongs to the County to the Department Head on or before the last day of work. Failure to return County property may result in prosecution. Any employees transferring from one (1) County Department to another shall return all keys, material, and equipment to the Department Head prior to beginning the new position.

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**SECTION 4 - LAYOFFS**

**4.01 Layoffs.** Employees may be laid off by action of the Department Head in conjunction with the Home Committee with the notification to the Personnel Director.

## CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES

### SECTION 1 - GOVERNMENTAL ACCOUNTING PRINCIPLES

**1.01 Purpose.** Basic accounting concepts and principles as they relate to governmental accounting in general shall be followed by all departments. Adams County is independently audited each year. The County is wholly responsible for the receipt and expenditure of all funds regardless of revenue source (i.e. federal, state, tax levy, donations, grants, etc.).

**1.02 Fund Accounting.** An independent fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations, restrictions or limitations”.

**1.03 Types of Funds.** The following is a description of each major category of funds or account groups used in Adams County.

#### A. Governmental Funds:

1. **General Fund.** (100) Accounts for resources devoted to financing the general services, such things as general administration, protection of life, property and similar broad services and is primarily funded by county tax levy.
2. **Special Revenue Fund.** (200) Accounts for the proceeds of specific revenues sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.
3. **Debt Service Fund.** (300) Accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.
4. **Capital Projects Fund.** (400) Accounts for financial resources to be used for the acquisitions or construction of major capital facilities (other than those financed by proprietary funds or special revenue funds).

#### B. Proprietary Funds.

1. **Enterprise Fund.** (600-700) The enterprise fund is used to account for operations:
  - a. That are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or
  - b. Where the County has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability or other purposes.
2. **Internal Service Fund.** Accounts for the financing of goods or services provided by one department to other departments of the County, or to other governmental entities on a cost reimbursement basis.
3. GASB 34 Rules may require alternate classification for certain reports from governmental accounting standards.

#### C. Fiduciary Funds.

1. **Trust and Agency Funds.** Accounts for assets held by the County in a fiduciary capacity as trustee, custodian or agent for individuals, other governmental units and non-public organizations.

#### D. Fixed Assets and Long-term Liabilities Account Groups.

1. **Fixed Assets.** Fixed assets are accounted for in individual funds using object codes in the 900 range. (Account codes #18300 – 18890) All fixed assets are valued at historical cost, or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

GASB 34 requires governmental entities to report all capital assets, including infrastructure, in the government-wide statement of net assets and will also require the reporting of depreciation expense.

2. **Long-term Liabilities.** Long-term liabilities are not records in the general ledger and are only reported in the notes section of the annual audit financial report.

## SECTION 2 - ACCOUNTING POLICIES

**2.01 Appropriation and Revenue Control Policy.** Department Heads are responsible for their respective departments' expenditures and revenues in comparison to the budget. The Administrative Coordinator/Director of Finance will report monthly to the Administrative & Finance Committee all deviations from budgeted line items. The Administrative Coordinator/Director of Finance shall approve over expenditures in expense lines, and shall be notified of any unrealized revenues and report to the Administrative Finance Committee. Budget reviews are used to control appropriations. They are also used to monitor that revenues of the County are realized in a timely manner in accordance with budget expectations.

**2.02 Method of Performing Review.** Actual accounting expenditures and revenues are compared to the planned budget level to determine problem areas. If a problem exists and the Department Head is required to prepare a written corrective plan to resolve or alleviate the problem. The Administrative Coordinator/Director of Finance shall approve the corrective plan and forward it to the Home Committee and Administrative & Finance Committees.

**2.03 Capital Costs.** Capital costs are expenses for fixed assets such as land, land improvements, building and equipment. The County capitalization thresholds, to comply with GASB Statement #34, are as follows:

	Tracking and Inventory	Capitalize and Depreciate
Land	\$1	Capitalize only
Land Improvements	\$1	\$5000
Building	\$1	\$5000
Building Improvements	\$1	\$5000
Construction in Progress	\$1	Capitalize only
Machinery and Equipment	\$1000	\$5000
Vehicle	\$1000	\$5000
Infrastructure	\$5000	\$5000

Fixed assets are required to be reported on a government's balance sheet. Fixed assets with short useful lives and small monetary value are reported as an "expense" in the period in which they are acquired. Fixed asset costs are expensed annually by depreciation expense, which is amortized over the useful life of the assets using the straight-line depreciation method.

## SECTION 3 - BUDGET PROCESS

**3.01 Budget.** The budget is a legal document used to monitor financial resources establishing the limit on spending and the amount of anticipated revenue to be realized. It establishes the amount of taxes to be levied and apportioned to municipalities and represents the financial plan for operating. The County Board adopts the budget annually in November.

### 3.02 Budget Procedures.

- A. Departments shall notify the MIS Director of all technology requests within the deadline established by the MIS Department. Any requests over \$5,000 will require at a minimum, a meeting with the Department Head and MIS Director.

- B. Each department will receive a budget packet containing budget instructions, budget worksheets as determined by the Administrative & Finance Committee for completion.
- C. Upon completion of the budget packet the information is returned to the Administrative Coordinator/ Director of Finance, office for data entry.
- D. After data entry is complete budget packets are returned to departments for Home Committee approval.
- E. The Administrative & Finance Committee reviews each department's proposed budget, with the Department Head and makes any necessary revisions. A copy of the reconciliations shall be forwarded to the Administrative Coordinator Director of Finance Office at the end of each quarter. (November 15, 2011) The committee chairperson may be present, if they desire.
- F. Upon completion of all departments' proposed budgets, the Administrative & Finance Committee recommends the proposed tax levy and mill rate.
- G. The Administrative & Finance Committee submits the County Budget to the County Board of Supervisors for adoption.

#### SECTION 4 - INTERNAL CONTROL

##### 4.01 Procedures.

- A. To the greatest extent possible, all financial and accounting responsibilities must be segregated, so that no one individual has complete authority over an entire transaction.
- B. Official accounting reports must be prepared or checked by persons other than those responsible for operations for which the report is prepared.
- C. Each department shall review monthly Skyward financial reports to monitor revenues and expenditures in comparison to the adopted budget.
- D. End of month financial reports shall be distributed to the departments by the 5<sup>th</sup> business day of each month. Each department shall reconcile monthly revenues, expenditures, and balance sheet accounts to the financial reports provided by the 18<sup>th</sup> day of the month. Any discrepancies found in the financial reports shall be brought to the attention of the Administrative Coordinator/ Director of Finance promptly.
- E. No departmental bank accounts may be established without prior authorization by the Administrative & Finance Committee. All such accounts shall follow County policies. Each Department shall reconcile department bank accounts monthly. A copy of the reconciliations shall be forwarded to the AC/DF office at the end of each quarter. ( Nov15, 2011) Periodic review of bank accounts may be requested by the Administrative and Finance Committee.
- F. The Administrative & Finance Committee will review all departments' revenues and expenditures, basis, to monitor activity in comparison to the budget.
- G. The Administrative Coordinator/Director of Finance will audit vouchers weekly and review departments' revenues and expenditures on a monthly basis, all concerns will be brought to the attention of the Department Head.
- H. Throughout the year, any purchase on non-budgeted equipment over \$1,000 requires **PRIOR** Home and Administrative & Finance Committees' approval and shall be forwarded to the Administrative Coordinator/Director of Finance. These requests should be presented by the Department Head.

#### SECTION 5 - CHART OF ACCOUNTS

Delineated Account Structure				
FUND	DEPT	ACCOUNT	OBJECT	PROJECT
100 E	01	51630	999	123
E = Expense				
Expenditures		5XXXX		

OBJECT: Provides account detail and classifies expenditures by the types of goods and services purchased.

PROJECT : Provides additional detail to identify transaction of specific projects.

FUND	DEPT	ACCOUNT	OBJECT	PROJECT
100 R	23	46120	(only used as necessary)	
R = Reveunes				
Revenues		4XXXX		

Balance Sheet Accounts:

FUND	ACCOUNT	
Account	xxxxx	
	Assets	1XXXX 100 A 11100
	Liabilities	2XXXX 100 L 21010
	Fund Balance	3XXXX 100 Q 34300

**5.01 Chart of Account Maintenance.** The Administrative Coordinator Director of Finance Office shall maintain the chart of accounts. Changes to accounts require submission of the appropriate form(s) as established by the Administrative and Finance Committee.

## SECTION 6 - EXPENSE VERSUS CAPITALIZATION

**6.01 Expense.** The cost of items (i.e. incidental repairs) which neither materially add to the value of the assets nor appreciably prolong its life, but merely keep it in an ordinarily efficient operating condition, are expense items that should be charged against the fiscal year the material or service was received and the liability incurred. Equipment, which by its nature has a short normal life expectancy, early obsolescence, or other factors that contribute to an early loss of usefulness is expensed. Personal property with a unit cost of less than \$5,000 or a useful life of less than two years is also expensed.

**6.02 Capitalization.** Amounts spent in restoring property or amounts spent for replacements, which arrest deterioration and appreciably prolong the useful life of the asset are expenditures which are capitalized to the general ledger and recorded in the fixed asset system. Expenditures capitalized are considered assets of Adams County, which are depreciated, if applicable, per the useful life of the property. Example of items capitalized includes those items of personal property with a unit cost of at least \$5,000 and useful life of at least two (2) years. Cost of additions/extensions to an existing fixed asset, which is replaced by a new one, are capitalized and the old asset should be written off using a journal entry. Replacement, however; must meet the definitions within the capitalization policy.

Because many factors enter into a determination of whether an item should be expensed or capitalized, no complete set of rules can be laid down to fit all possible situation. Each case must be analyzed on its own merits as to whether an expenditure appreciable prolongs or materially adds to the value of the property resulting in capitalization of the item. If the expenditure does not meet the criteria, it should be expensed.

Fixed Assets that are leased, and considered capital leases, should be capitalized by the following journal entry:

Fixed Asset (Land, Building, or Equipment)	XXXX
Lease Payable (Total lease payments less interest costs)	XXXX

## SECTION 7 - DEPRECIATION POLICY

**7.01 Purpose.** In accordance with generally accepted accounting principles, depreciation of fixed assets is required in the proprietary funds of government (enterprise and internal services funds) and must be shown on the operating statements of these funds. Deprecation is also used in examining or determining the full cost of a project or program. It is also a necessary cost of business when establishing user rates for services.

**7.02 Definition.** Depreciation represents the expiration in the service life of fixed assets attributable to wear and tear, deterioration, and obsolescence. It represents the portion of the cost of a fixed asset, which is charged as an expense during a particular period or fiscal year.

**7.03 Method of Depreciation.** Adams County utilizes the straight-line method of depreciating fixed assets. This method takes the cost of the fixed asset, less its salvage value, and prorates that cost over the useful service life of the asset. Through this process, the entire cost of the asset is ultimately charged off as an expense.

**7.04 Service Lives of Assets.** The County's fixed asset system can accommodate any service life selected for an asset. A service life can be different from a similar asset if you have a basis for such determination. Generally, service lives of assets are as follows:

Land Improvements: 20-30 years  
Buildings and Improvements: 20-50 years  
Furniture, Machinery and Equipment: 3-20 years

**7.05 Budgeting for Depreciation.** Depreciation is entered as an expense and offset as an abatement in the same budget. This recognizes the non-cash nature of this expense. Only capital expenditures are part of the net budget of the County. Even though depreciation is not recognized in the net budget, it should be recorded in the operating accounts with an offset to accumulated depreciation in the general ledger.

**7.06 Internal Control.** The control over assets is the responsibility of management and Home Committees.

**7.07 Inventory Systems.** All inventory systems are to be updated annually for any additions or removals. Inventory Forms should be submitted to the Administrative Coordinator/Director of Finance at time of event. Tags generally are not removable. The tag number should be noticed on the form and scratched off of the item.

**7.08 Inventory Records.** Official Inventory records shall be kept and maintained in the Office of the Administrative Coordinator/ Director of Finance.

## SECTION 8 - JOURNAL ENTRIES

**8.01 Purpose.** Journal entries are to be used to record accruals, prepaid items, correcting entries, reversing entries and charges between County departments.

**8.02 Procedures.** All journal entries must be prepared on the Journal Entry Form obtained from the Administrative Coordinator/Director of Finance Office.

**8.03** It is the responsibility of the Department receiving the service to prepare the journal entry. The form is to be complete, balanced (debits = credits), and submitted no later than the 3<sup>rd</sup> business day of the following month in which the journal entry applies. Journal entries received after the 3<sup>rd</sup> business day will be posted in the following month and will not be reflected on the department monthly financial report.

**8.04** Journal entries to cash accounts (# 1XXXX) generally should only take place, unless to adjust for transfers between funds to balance cash.

SECTION 9 - ACCOUNTS RECEIVABLE

**9.01 Purpose.** Accounts receivable are used to record revenues in the period in which they are earned. In most cases these accounts are used at year-end. Other accounts receivable accounts include billings to patients or clients, and billings to the state for work done on a monthly basis.

**9.02 Procedures.** At year-end, each Department must determine the revenues that have been earned in the current year but will not be received until the following year. It is the department's responsibility to include the proper fiscal year to which a transaction will apply by the last full week of February prior to the fiscal year accounts being closed.

**9.03** It is the responsibility of Administrative Coordinator/Director of Finance to reconcile the accounts receivable accounts.

SECTION 10 - ACCOUNTS PAYABLE

**10.01 Purpose.** Accounts payable are used to recognize expenditures in the period in which they are incurred. In most cases within the County these accounts are used only at year-end.

**10.02 Procedures.** At year-end each department must determine the expenses incurred in the current year that will not be paid until the following year.

**10.03** It is the Department's responsibility to include the proper fiscal year to which a transaction will apply. The system does not automatically flag the transaction. For items to be included in the accounts payable they must be submitted to the Administrative Coordinator/Director of Finance, or the assigned designee, in a timely manner for processing by the last full week of February prior to the fiscal year accounts being closed.

**10.04** It is the responsibility of the Administrative Coordinator/Director of Finance to reconcile the accounts payable accounts.

SECTION 11 - INTERDEPARTMENTAL BILLINGS

**11.01 Purpose.** As a general rule the National Committee on Government Accounts (NCGA) state that revenues and expenses should be reported as such only once in the funds of a governmental unit. By definition internal services funds, enterprise funds and special revenue funds will account for interdepartmental transactions (expenses/receipts/journal entries) for the purpose of recovering grants, aids and special revenues. By definition of the general fund to account for resources devoted to financing the general services which the governmental unit performs for its citizens primarily with levied dollars, interdepartmental billings are not efficient and shall not be used unless there is a reporting or cost recovery requirement. Certain general administrative costs will be recovered through the 'Indirect Cost Reimbursement Plan'.

**11.02 Procedures.** Each department shall be responsible for interdepartmental transactions by invoice, receipt, and/or journal entries as deemed appropriate.

SECTION 12 - CASH RECEIPTS

**12.01** All County departments shall remit monies directly to the County Treasurer daily if possible, but no less than weekly.

**12.02** For departments that maintain a separate bank account, all incoming cash receipts should be processed and deposited in the bank promptly. Deposits must be made weekly regardless of the amount collected.

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2 **12.03 Department Procedures.** All departments shall follow the following procedures:  
3     **A.** All receipts by departments shall be recorded by issuing a numbered receipt.  
4     **B.** No payments can be made from cash receipts; all billings shall be paid by check.  
5     **C.** Do not cash any checks received. Deposits made to the County Treasurer must be in the  
6         exact form (i.e. cash or check) as the department received them.  
7     **D.** All checks shall be immediately endorsed, pay to the order of Adams County Treasurer and  
8         the Department, and submitted to the County Treasurer as stated above.  
9     **E.** Supporting documentation shall be prepared and submitted with the cash receipts. The  
10        receipt shall include a subtotal after the checks, then display the amount of cash, and include  
11        the total of the deposit. Indicate on the deposit the general ledger account distribution. The  
12        amount of the deposit must be equal to the total of receipts issued by the department.  
13     **F.** Deliver to the County Treasurer's Office and obtain a receipt.  
14     **G.** The monthly cutoff for deposits with the County Treasurer is 3:00 p.m. on the last working  
15        day of the month. Deposits made after this deadline will be credited to the following month.  
16        No exceptions will be made.  
17     **H.** No checks shall be cashed from cash receipts.

### SECTION 13 - INVESTMENTS

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20  
21 **13.01** Adams County's cash is invested by the Adams County Treasurer with approval by the  
22 Administrative and Finance Committee.  
23  
24 **13.02** Withdrawal or disbursement of any funds in a qualified public depository shall be completed in  
25 accordance with §66.0607, Wisconsin Stats., and shall have the signatures in the following order:  
26  
27       County Board Chairperson  
28       County Clerk  
29       County Treasurer

- 30  
31 **13.03** All funds shall be held with a qualified public depository, pursuant with Chapter 34, Wisconsin  
32 Stats.  
33

### SECTION 14 - PETTY CASH REIMBURSEMENT

- 34  
35  
36 **14.01 Purpose.** The petty cash fund provides a means of payment for minor items of expense when it is  
37 not practical to pay these items using the voucher disbursement. However, whenever possible, payment  
38 for invoices should be processed through the voucher disbursement process. Petty cash is not to be used  
39 to reimburse employees for expenses. At no time shall money from cash receipts be used as petty cash.  
40  
41 **14.02** The petty cash fund will be operated as a petty cash fund under the control of the responsible  
42 department.  
43  
44 **14.03** Requests for Petty Cash funds shall be requested through the Administrative Coordinator/Director  
45 of Finance who shall forward the request to the Administrative & Finance Committee for approval. Petty  
46 cash amounts shall be determined, based on Department request and needs, by the Administrative &  
47 Finance Committee.  
48  
49 **14.04** Departments are responsible for reconciling at the time of each purchase.  
50

**14.05 Reimbursement Procedures.**

- A. Prepare a voucher and attach respective receipts. List on the voucher the account number(s) to be charged and the dollar amounts for each account. The total on the voucher must equal total of the attached receipts.
- B. Receive Department Head approval and submit voucher to the Administrative Coordinator/Director of Finance Office for reimbursement.
- C. Departments turn in all receipts for reimbursement for the current year prior to December 31<sup>st</sup>.

**SECTION 15 - CARRY OVER ACCOUNTS/FUND BALANCES**

**15.01** Adams County presently maintains carry over accounts) in its general fund accounting system, which are the result of monies left from prior years budgets that are carried over to subsequent year budgets as established by County Board Resolutions. The general fund, special revenue funds, internal service funds and enterprise funds maintain fund balances as a result of monies left from prior years' budgets. Fund balances are used in subsequent year budgets and are maintained at an adequate level to cover emergencies and maintain a stable economic environment.

**15.02** Carry over accounts shall be established by County Board for the following reasons:

- A. Statutory: Funds required by Statute to be non-lapsing.
- B. Special Revenue: Funds for programs whose primary source of revenues are from other than county appropriations, or which are limited by the Grantor or by County Board resolution to expense for a specific purpose.
- C. Special Projects: Unexpended appropriations for a specific expense, which is expected to be completed in subsequent years.

**15.03** The Administrative & Finance Committee shall review carry over accounts annually to ascertain if the appropriation meets the above criteria.

**15.04** The unreserved/undesignated fund balance in the General Fund shall be maintained at 15-25% of the current year actual audited expenditures for the general fund. Internal service and enterprise funds shall be assessed by end of year cash balances. The cash balances in these funds should be maintained at 20 - 30% of the current year actual audited expenditures for the fund (75-100 days cash reserve is desired). Fund balances shall be analyzed and appropriately applied in the budget process.

**SECTION 16 - VOUCHERS**

**16.01 Purpose.** §59.52(12), Wisconsin Stats., requires the County Board to examine and settle all accounts of the County and all claims, demands or causes of action against the County and issue county orders therefore. Adams County follows §59.52(12) and §66.0135, Wisconsin Stats., when disbursing funds for the settlement of accounts and claims against the County.

**16.02 Procedures.** The following procedures shall be followed for Adams County to comply with the prompt payment law.

- A. All orders for goods or services shall be by invoice or contract.
- B. All invoices must be date stamped upon receipt. This procedure will allow us to properly track invoices to ensure timely payment.
- C. Departments must submit a completed voucher. All vouchers forms will contain vendor number, account number, amount of payment, and have supporting documentation attached. Those submitting a voucher are responsible to remove sales tax and take allowable discounts. Any voucher without the above will be returned to the Department and will not be paid until corrected.

- ~~D. All vouchers for a department will be turned in on a weekly basis. monthly at the same time by the next business day for processing in batch order. October 18, 2011~~
- E. Vouchers will be paid weekly. ~~once a month by the 15<sup>th</sup> of each month.~~ October 18, 2011
- ~~F. The Administrative Finance Committee will review and approve/deny monthly payments. October 18, 2011~~

**16.03** For all purchases from vendors who do not have an authorized account, please contact the Administrative Coordinator/Director of Finance, or the assigned designee.

**16.04 Approval Limits.** The following table shows the maximum purchase a Department Head may approve when dollars have been allocated in the current year budget. Beyond that limit the Administrative Coordinator/Director of Finance shall approve the payment prior to any purchase. After the purchase is made the Administrative Coordinator/Director of Finance shall sign the voucher for approval of payment.

Highway & Solid Waste	\$ 25,000
All Other Departments	\$ 2,000

## SECTION 17 – FRIDAY/SPECIAL CHECKS

~~**17.01 Purpose.** All vouchers forms will contain vendor number, account number, and amount of payment, supporting documentation attached. Friday/Special checks cannot be used to pay mileage and/or meal vouchers, or for payment of bills that missed the regular accounts payable cutoff. Friday checks shall be for any invoice that will incur a finance charge, penalty, or interest if paid after the 15<sup>th</sup> of the month, or if early payment of the invoice will provide a financial discount to savings to the county, or if the payment is time sensitive. All Friday checks must be in the Administrative Coordinator/Director of Finance no later than 9:00 a.m. on Friday for processing that day. October 18, 2011~~

**17.02** Under extenuating circumstances the Administrative Coordinator/Director of Finance may have a special check cut.

## SECTION 18 – CREDIT CARD

**18.01** The Administrative and Finance Committee may issue a Department/employee a credit account or subsidiary credit card for extenuating circumstances that do not allow for efficient business practice using the master credit card account; the voucher process; or when bulk purchases with vendors such as vehicle gas purchasing accounts are deemed necessary. The Administrative and Finance Committee will establish account limits. Use is authorized for County purchases pursuant to the purpose of the creation of the account, and pursuant to the County's Budgeting & Accounting Policy. i.e. All purchases shall be exempt from Wisconsin sales tax, using the County's Wisconsin Sales & Use Tax Exempt Certificate. All accounts shall be held in the name of Adams County Government under the Administrative Coordinator.

**18.02 Master Credit Card Account.** The Administrative Coordinator/Director of Finance shall oversee the master credit card to be used by Departments when voucher processing is not an option for payment or if delay of authorized purchase or payment would cause a financial or economic burden to the County or an employee of the County.

**18.03 Credit Account/Subsidiary Credit Card Authorization.** The subsidiary credit card account shall fall under the master credit card account overseen by the Administrative Coordinator/Director of Finance, whereas credit accounts shall fall under the appropriate department. Example of credit accounts may include Ace or Walmart. Upon the approval of the Administrative & Finance Committee accounts shall be established. Access to a credit card or subsidiary credit account is not an entitlement.

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2 **18.04 Internal Controls:** For internal control procedures the Administrative Coordinator/Director of  
3 Finance shall maintain an up-to-date record of all authorized personnel who has access to each credit  
4 account or subsidiary credit card issued and the limit on each card. Under no circumstances shall the  
5 account be used for a cash advance or for personal use. An employee is required to comply with internal  
6 control procedures, not specifically outlined in this policy, that are designed to protect County assets;  
7 which may include ability to produce the card to validate its existence and account number.  
8

9 **18.05 Payment Process:** All credit accounts shall be paid in accordance to the County's Budgeting &  
10 Accounting Policy. All subsidiary credit card account receipts shall be signed by the user/purchaser;  
11 include the account number for payment and be submitted to the appropriate department personnel within  
12 5 days. Inability to process payment timely will be considered for revocation of the account.  
13

14 **18.06 Non-Conformance:** Improper use of any County authorized credit card or credit account may  
15 result in disciplinary action up to and including discharge. Employee access can be revoked at any time  
16 by the Department Head. The Administrative Coordinator/Director of Finance shall report any misuse to  
17 the Administrative & Finance Committee. The Administrative & Finance Committee shall determine if  
18 any department account shall be revoked.  
19

20 **18.07 Employment Termination:** Upon termination of employment with the County, for any reason,  
21 any and all credit cards issued to the employee shall be returned immediately and the account will be  
22 suspended.  
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## 24 **SECTION 19 - CONVENTIONS, SEMINARS, TRAINING & TOUR REIMBURSEMENT**

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26 **19.01 Approval.** Elected Officials, Department Heads and staff personnel may attend conventions,  
27 seminars, training and tours, provided it is related to the employee's job, and is approved in the  
28 department's budget. If funds are not available, **PRIOR** approval must be obtained from the Home  
29 Committee and the Administrative Coordinator/Director of Finance.  
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31 **19.02 Out-of-State.** All out of state travel and related expenses shall be authorized by resolution of the  
32 County Board.  
33

34 **19.03 Reimbursement for Expenses.** The County will reimburse employees for expenses incurred for  
35 approved travel, conventions, seminars, training and tours. Employees shall be reimbursed in the  
36 monthly check processing. Employees shall receive approval, from their Department Head, prior to  
37 attending any convention, seminar, training or tour. The Department Head shall only approve an  
38 employee to go to a convention, seminar, training or tour if the money is available in the budget. In order  
39 to receive reimbursement, County Board, Committee Members, and employees must submit the original  
40 receipts and appropriate forms.  
41

42 **A. Lodging.** Approved lodging should be reserved in the name of Adams County by use of a  
43 credit card available from the Administrative Coordinator/Director of Finance may be used to  
44 reserve a room. Employees shall pay the difference between single and double rates if  
45 lodging is shared with a non-county employee.

46 **B. Mileage.** Employees authorized to drive for County business shall hold a valid driver's  
47 license. Authorized use of an employee's automobile for County business shall be reimbursed  
48 at the rate set by the Internal Revenue Service. The employee shall use the most direct route  
49 possible. Distance shall be computed from the employee's primary residence or work  
50 location, as circumstances warrant. In order to receive mileage reimbursement, it will be  
51 necessary to provide the Administrative Coordinator/Director of Finance with a Certificate of  
52 Insurance, or a copy of the declaration page, indicating the amounts of coverage for liability  
53 and an expiration date of the policy. The minimum limits of coverage the employee shall  
54 have are:

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\$100,000 per person  
\$300,000 per accident Bodily Injury  
\$ 50,000 per accident Property Damage, or  
\$300,000 Combined Single Limit

Employees are required to have this coverage as a minimum amount whether or not mileage reimbursement is requested. Failure to comply with these amounts will result in the employee not being authorized to drive for the County, and may result in discipline, up to and including discharge, for failure to perform assigned duties.

This shall be done at the start of employment with the County and at the time of renewal of the policy. An alternative is to obtain a Certificate of Insurance or a document from your insurance agent which names Adams County as the certificate holder and indicates the agent will contact the certificate holder if the insurance is canceled, this will be regarded as continuous coverage and will not require proof of renewal.

1. If a Department has a vehicle, or vehicles, and an employee attends a training or seminar, that vehicle should be used if available, rather than using a personal vehicle and charging mileage. Departments that do not own vehicles should check with Department's that do to see if one can be used, rather than using a personal vehicle and charging mileage.
- 2 No employee may claim mileage to his work place if it is the first (1<sup>st</sup>) stop of the day, or from his work place if it is the last stop of the day.
- 3 For trips that commence and terminate during non-business hours, the actual point of origin shall be used to compute mileage.
- 4 The County shall make no reimbursement, other than the per mile reimbursement specified above, to employees who use their private vehicles in the conduct of County business.
- 5 If traveling by bus or other means of transportation, the appropriate fare will be paid by the County.

- C. **Meals.** Employees will be reimbursed a maximum of \$35.00 per day if
  1. The employee is attending an approved convention or seminar out of the County.
  2. Meal reimbursement shall be as follows:
    - a) It will be necessary to have a receipt for meals. No reimbursement shall be made for the cost of alcoholic beverages.
- D. **Parking.** Reasonable and necessary parking fees will be reimbursed when an employee is required to travel. If possible, a receipt shall accompany the request for payment.
- E. **Advance Payment.** The County will pay in advance for registration if attendance is approved as provided in this Section.
- F. **Approval.** Department Heads shall sign and approve all expense vouchers of their employees prior to submitting the voucher to the Administrative Coordinator/ Director of Finance's Office. Expense vouchers shall include only expenses incurred prior to the end of the preceding month and shall be submitted monthly.
- G. **Telephone Calls While Attending Overnight Meetings.** Employees shall be reimbursed for phone calls made, while attending overnight meetings, which pertain to County business. Personal phone calls shall not be reimbursed.
- H. **Registration.** If a request for a registration check is not submitted timely to the Administrative Coordinator/ Director of Finance's Office, the employee shall pay the cost of the registration and include that cost in the expense reimbursement request for the next monthly check run.
- I. **Transportation.**
  1. **Air Travel.** Travel by plane shall be at coach rate and airline tickets shall be purchased in advance so as to achieve the lowest possible fare. If air travel will require additional nights of lodging and additional meals, these extra expenses and the value of lost work

- time shall be weighed against the airfare and the most economical choice shall be made. A receipt shall accompany the request for payment.
2. **Auto Rental.** Only the reasonable cost of compact or subcompact models is reimbursable, unless prior approval is obtained from the Administrative Coordinator/Director of Finance. A receipt shall accompany the request for payment.

**19.04 Membership in State or National Organizations.** Memberships to local, state or national organizations may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted.

**19.05 Professional Licensure Fee.** Fees for Professional Licensures may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted. This shall include the cost of becoming and maintaining a Notary Public for County business.

## SECTION 20 - COUNTY CELL PHONE ISSUANCE

**20.01** The County may issue a cell phone to an employee under certain circumstances when regular business travel or excessive use of a personal cell phone is used for County business. The Administrative & Finance Committee shall approve all requests for County cell phones.

**20.02** Once approved, the MIS Director shall obtain and issue a cell phone to the employee.

**20.03** Employees shall limit, to the best of their ability, the use of their County cell phone

## SECTION 21 - PURCHASING

**21.01 General.** Adams County uses a decentralized purchasing system. This type of system authorizes each department to purchase their own goods and services within County guidelines.

**21.02** There are currently no purchasing thresholds established other than the ones established by §59.52(29) and §66.091, Wisconsin Stats., regarding public works. Purchasing thresholds are established by the annually approved County Budget as administered by the respective Department Head and as overseen by the respective Home Committee(s).

### **21.03 Purchasing Rules & Regulations.**

- A. Competitive bidding is not required for contract unless there exists a specific legal requirement that bidding proposals be advertised. Except where required by statute, the County is free to negotiate contracts, as it deems necessary.
- B. Adams County follows §59.52(29) and §66.0901, Wisconsin Stats., for public works contracting and bidding and shall comply with all prevailing wage requirements.
- C. Professional services are not subject to the bidding statutes on the theory that public bodies should be free to judge the qualifications of those who are to perform such services.
- D. Purchases defined as "equipment" are not a supply or material, and are therefore not subject to the bidding statutes.
- E. All bids are final as opened at the Home Committee level.
- F. All bids shall be awarded by the Home Committee.

## SECTION 22 - COUNTY GRANTS

**22.01 Grant Application.** Department Heads should present details of the available state/federal grant to the respective Home Committee and Administrative Coordinator/Director of Finance prior to grant application. After approval a copy of the application shall be presented to the Home Committee and the

Administrative Coordinator/Director of Finance. All grants that require adding new positions to the County payroll oar are in excess of \$20,000 shall require County Board action. (November 15, 2011) Whenever possible, contracted services should be used to fulfill grant requirements rather than adding employees to the county payroll.

**22.02** Upon notification of the grant award, a copy of the grant shall be forwarded to the Administrative Coordinator/Director of Finance. Grant revenues and expenditures should be discussed with the Administrative Coordinator/Director of Finance to determine proper accounting practices and procedures.

**22.03 Grant Records.** Each department is responsible for establishing and maintaining effective internal control over compliance with state and/or federal programs to provide reasonable assurance that the County is managing state and/or federal awards in compliance with laws, regulations, and provisions of grant contracts and/or agreements and County policy.

**22.04** Grants are audited annually under Federal Circular A-133 and the State Single Audit Guidelines. All grant records shall be made available to the Administrative Coordinator/Director of Finance and/or external auditors upon request.

### SECTION 23 - CONTRACTS, TITLES & LEASES

**23.01** All original contracts, titles and leases shall be reviewed and initialed by the Corporation Counsel prior to Committee and/or County Board approval.

**23.02** All original contracts, titles and leases shall be signed by the Administrative Coordinator/Director of Finance, after review and approval of the Corporation Counsel and appropriate Home Committee provided they have been approved in the current year's budget.

**23.03** Any contract or lease that has not been approved in the current year's budget shall be approved by adoption of a resolution by the County Board. Unless the authority to approve the contract is granted directly to a Committee by State Statute, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board. All cost-share contracts allocating grant funding to Adams County residents for the purpose of installing conservation practices and then required to maintain the conservation practices beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation Counsel and approval by the appropriate Committee.

**23.04** A **hard** copy of all **original** signed contracts, titles and leases shall be provided to the County Clerk by the Department Head within five (5) working days and shall be held in the name of "Adams County Government"

**23.05** It is the responsibility of the Department Head to follow all contract and lease regulations to ensure all monies are received and paid on time. If funds are received, it is the Department Head's responsibility to deposit the funds with the County Treasurer in accordance with Section 13 - Cash Receipts.

**23.06** All original Contracts, Titles and Leases shall be held in the name of "Adams County Government" and shall be held by the County Clerk unless otherwise stated by law.

**23.07 Failure to follow this Policy may result in discipline up to and including termination.**

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**SECTION 24 – RAFFLE TICKETS**

**24.01** Any department holding a raffle on behalf of Adams County shall follow requirements found in Chapter 563 of the Wisconsin Statutes and Game 44 of the Wisconsin Administrative Code for the Conduct of Raffles in Wisconsin.

**24.02** The Original Raffle License Application form or the Annual Raffle Report and Renewal. Application shall be reviewed by the Corporation Counsel and approved by the Home Committee.

**24.03** All raffle tickets shall be numbered sequentially and accounted for accordingly.

**24.04** All raffle ticket money shall be remitted to the County Treasurer weekly.

**24.05** A “Monthly Raffle Report” shall be filed with the Administrative Coordinator/Director of Finance no later than 5 business days following the close of each month when a raffle is being held and a final report to be filed no later than 15 business days following the drawing for prizes.

## CHAPTER NINE: INFORMATION MANAGEMENT & TELECOMMUNICATIONS

### SECTION 1 — GENERAL INFORMATION

**1.01** Computers, primarily personal computers, and related equipment and software, play a rapidly increasing role in County Government. The county has made a substantial investment by providing computer systems to improve the quality and timelines of its services. Adams County shall provide only that access to computers, systems and information that is required for that individual or agency to perform required tasks and duties. This policy includes workstations, systems, wiring closets and data centers.

**1.02 Introduction.** This Computer Policy shall govern the acquisition and use of computers and computer-related equipment (including software, printers, monitors, speakers, laptops computers, facsimile, modems, Internet access, and email) throughout the County including all its Departments and sub-units. The enclosed policies and directives have been established to:

- A. Protect this investment.
- B. Safeguard the information contained within these systems.
- C. Reduce business and legal risk.

**1.03 Violations.** Violations may result in disciplinary action in accordance with the personnel manual, union contracts and Wisconsin State Statute 943.70. Failure to observe these policies may result in disciplinary action by Adams County depending upon the type and severity of the violation, whether it causes any liability, embarrassment, or loss to Adams County, and/or the presence of any repeated violation(s).

**1.04 Administration.** Adams County is the organizational entity that owns, secures and establishes policy for the security of all information, resources and facilities under its control, as well as for contractors, tenant organizations, and business partners. Policies may be based on a combination of law, administrative policy and commonly accepted business practices; and will be determined based on the best interests of Adams County Government and its constituents. This policy will be reviewed at least annually, or as often as may be required to respond to changes in laws, technology or other requirements.

### SECTION 2 — STATEMENTS OF RESPONSIBILITY

**2.01** General responsibilities pertaining to this policy are set forth in this section. The following sections list additional specific responsibilities. Access to information is a public trust and is to be protected with all prudence and diligence. The information systems we utilize are mission-critical devices that we depend on to conduct the business of the County and to support our citizens and residents as well as other government agencies.

**2.02 Department Head.** Department Heads are responsible for determining who will be allowed to access their information, consistent with policies, applicable laws and regulations governing access. The Department Head may delegate this authority to one other person; however the final responsibility for establishing clear guidance for their data, and enforcing security policy lies with the Department Head.

**2.03 Management Information System.** MIS houses, administers and operates all servers, infrastructure and security equipment for Adams County agencies, unless special exceptions are granted, by the MIS Department with consultation with Corporation Counsel if need be, the MIS Department is the custodian of the County's information resources and implements the policies set forth in this document. MIS acts on behalf of Adams County Government and Department/Division Heads to secure information, applications, systems and networks, to provide authorized access to approve personnel and to monitor, detect, investigate and report on actual or suspected security breaches or incidents.

2.04 **End User/Employees.** Employees of Adams County, and others accessing county information or computer services, play a key role in maintaining the integrity and security of all of our automated systems. Each user of automated services is responsible to understand these rules and guidelines, to abide by them as well as to identify and report issues and problems.

### SECTION 3 — SECURITY

3.01 Information security is not the sole function of any department, group, or agency. Rather it is a result of the combined efforts of leadership to provide guidance and state intent, a committee to create policies, technical staff to implement the technical structures that support the policies, managers and supervisors to train, implement, and ensure compliance with the policies, and the personnel system to provide enforcement and sanctions when policies are broken.

3.02 **Physical Security.** It shall be the policy of Adams County that all data centers and closets are secured, restricted areas. Access shall be granted to only those individuals who have a mission essential business need and who have been appropriately cleared. County data centers contain data, which is sensitive, personal in nature and in some cases protected by law. Data centers are not common workspaces. Traffic in the data centers shall be kept to a minimum. Unaccompanied access to data centers and closets shall require signing of the County Non Disclosure Agreement.

3.03 **Equipment Security.**

- A. Hardware (computers, printers, etc.) cannot be relocated without prior approval from MIS. Purpose is to ensure an accurate inventory and to help prevent equipment from being unnecessarily damaged.
- B. Users are not permitted to install new or replacement hardware.

3.04 **Data Security.**

- A. Personal computer equipment cannot be connected to the Adams County Network in any way unless approved by the MIS Department.
- B. Computer modems are only permitted to be connected to a phone line when the modem is used as a direct connection to a state network for relaying data to that network. Dial up internet connections are not permitted on computers connected to the Adams County infrastructure and are a security violation.
- C. Users are not to remove or disable any administrative, security, or virus scanning software from their computer.
- D. Software programs cannot be downloaded from the internet or brought to work by a user and installed on any computer.
- E. Computer monitors that will display PHI (Personal Health Information) should not be viewable from outside the employees' office or workstation. Each PC should be locked into screensaver mode or logged off before a worker leaves their office.
- F. All Computers are required to have an idle PC lockout after 15 minutes of idle time. All users are encouraged to log off or lock (Ctrl+Alt+Del) the computer system before leaving their computer unattended. MIS will reserve the right to log off the computer after 1 hour of inactivity for network security purposes and to allow maintenance to be performed on the computers during off hours.

3.05 **Password Security.**

- A. All user passwords will be required to be changed every 90 days. Users will be prompted to change their passwords. Users can also press CTRL+ALT+DEL and choose "Change Password" if they would like to change it prior to the 90 day limit.
- B. Passwords are required to be at least 7 characters in length. Passwords should contain a combination of numbers, letters, and special characters.
- C. Users will not be allowed to use a previous password when their password expires.

- D. Passwords must not be accessible to any other users. The password must be memorized, not written. Each user is solely responsible for all computer transactions, such as internet use, emails and file access, which take place using their username & password. Users are prohibited from sharing access to their computer while logged on.
- E. Users must notify MIS immediately if they feel their password or account has been compromised.
- F. Contact the MIS helpdesk at #567 if a password is forgotten. MIS can reset passwords as needed.
- G. Network, Internet and Email access are associated with the user's logon and password. If the user is not granted permission by the department to use these resources, their profiles will restrict them from doing so.
- H. MIS may ask a user for his or her password to install and troubleshoot hardware and software. MIS will maintain the confidentiality of the password or, if requested, can reset the password for the user to change at next logon. MIS may also reset the password to troubleshoot a PC. If this is the case, MIS will prompt the user to change the password at next logon. Users can also change their own network password at any time by pressing Ctrl+Alt+Del and clicking on the "Change Password" button.
- I. Users are prohibited from sharing their passwords with non-MIS Staff.

### 3.06 File Security.

- A. Based on the information from the IT Employee Access Change Form, MIS assigns folder and file access permissions to specific users and groups of all directories to control which user has what level of file access on the network.
- B. Users are responsible to manage their files by storing them in the correct location based on security requirements.
- C. Removable disk storage media – Each employee is responsible for the maintenance and security of the data they store onto removable storage media. PHI (Personal Health Information) must be consistent with the Adams County HIPPA Policy. Users must ensure the devices are password protected if they contain county data. Users must also password protect any confidential data should these devices be lost and fall into a person's hands who is not authorized to see the information.

**3.07 Workstation Security.** The County will implement policies and procedures to keep end point systems (defined as desktops, laptops, and palm computers) physically secure and accessed only by authorized users. That which is not specifically permitted is prohibited. Any variation from these procedures must be approved in advance. Special care must be taken to protect information that is considered particularly sensitive.

- A. It is the responsibility of Adams County Government and Department Heads to determine the access and security requirements for each building and office area.
- B. Physical safeguards for end point equipment will be provided.
- C. There will be some cases in which end point equipment will be accessible to the general public. In general, the following rules along with the Public Access Policy will apply.
  - 1. The equipment will be in an office suite or building, which can be locked or secured after normal business hours.
  - 2. The equipment will be monitored to ensure that it is not removed or intentionally damaged while accessible to the public.
  - 3. The equipment will be technically locked down so that a member of the public cannot access our internal secured networks.
- D. For all cases other than computers designated for public use, security will be provided by restricting and controlling physical access to the offices and desktop systems and by properly positioning and protecting systems such that information cannot easily be read or obtained.
- E. Monitors should generally be kept from the plain view of anyone who does not have the appropriate access or clearance to information that may be displayed. Site surveys should be conducted: semi-annually by the Department Head and a report of any infraction shall be

reported to Technology Steering Committee.

- F. Keyboard, mouse, and other components should be kept far enough away from the public, so they cannot be tampered with, or stolen.
- G. Printers should also be kept in protected areas to keep sensitive information from being disclosed inappropriately.
- H. Printer materials from any source should be kept secure and away from viewing and out of public reach.
- I. Adams County will use standards that support workstation security. These include, but are not limited to:
  - 1. Utilization of Windows XP or Vista operating systems, appropriately patched.
  - 2. Utilization of a locked down configuration – that each user will not have local administrator rights on their workstation.
  - 3. Utilization of Windows automatic screen saver function that is password protected. Such screen savers will automatically activate after 15 minutes of inactivity.
  - 4. Users or departments will take no action that disables the use or prolongs the time frame of such security measures.
  - 5. The County considers workstations as a sensitive item

**3.08 Incident Response and Reporting.** Adams County will adhere to a standardized procedure of responding to security incidents, investigating these events, documenting the results of those investigations and taking appropriate action to meet operational and legal requirements for addressing the incident. The county shall maintain preventative measures to avoid any reasonably anticipated events that would compromise the confidentiality, integrity or availability of data stored on the County network or County owned devices. It is also the intent of this policy that each investigation contains recommendations and courses of action that will lessen the likelihood of a recurrence whenever possible. This applies to all actual or suspected security incidents on Adams County networks, including attacks emanating from outside the County, business partner connections, wireless and remote access, or the theft or unauthorized removal of media, data, storage devices, disks or CDs. This policy applies to all county employees, elected officials, boards, committee and commission members who have access to County systems, interns, contractors, affiliated or tenant agencies, business partners and volunteers.

**A. Description and Definitions of Incidents**

- 1. Denial of Service: DoS attacks are those incidents which cause network or information resources to abnormally terminate operations, degrade operation or be disrupted or interdicted to the point where they are not efficiently performing their intended function. This can be caused by a targeted attack from one or more internal or external sources, a server crash or network failure either by intentional attack or natural occurrences, or a denial of physical access to a facility of device. Such an event could affect critical systems used throughout the County and would need to be addressed immediately and investigated.
- 2. Malicious code: Any worms, Trojan horses, root kits, or viruses brought into the county network intentionally or unintentionally have the potential to attack and destroy data quickly, or to compromise the confidentiality and integrity of information. Such an event would require immediate attention.
- 3. Unauthorized access: Anyone gaining access without authorization to the county network or county owned media, devices, or servers would be classified as a violation of policy and a security incident. This incident would require immediate attention and coordination between multiple departments.
- 4. Inappropriate usage: The accesses of systems, networks or data without full compliance of all policies.
- 5. Mixed or blended attack: An incident would be comprised of multiple categories or incidents. The relative severity of a blended attack would be based on the information gathered at the time of the attack or detection.

**B. Incident response and reporting procedures**

1. Preparation and prevention: the process of creating a policy, severity index and reporting structure for incidents, and creating a security posture which may prevent incidents from occurring or reoccurring.
  2. Detection and analysis: The steps involved in identifying an incident, providing immediate notification to appropriate parties, analyzing the available information, creating an action plan, gathering data and or evidence and determining extent of access or damage.
  3. Containment, eradication and recovery: the processes involved with stopping the spread of the incident or problems, cleaning affected systems, recovering data, involving law enforcement agencies (if appropriate) finalizing the collection of logs and data and returning systems or networks to a fully operation condition.
  4. Post-Incident activities: Determining the root cause, creating final reports, notifying affected individuals, complying with all legal requirements for notifications and documentation, determining corrective actions and ensuring that those corrective actions become part of the preparation and prevention process are all requirements.
- C. Incident response and reporting procedures
1. Preparation and prevention phase: A notification system will be designated so that employees may report security incidents through a variety of methods, to include electronic mail, in writing, by telephone or in person confidentiality will be maintained to the greatest extent possible. These methods will be included in the new employee orientation training.
  2. Technical measures will be taken, consistent with budgeting and personnel levels to monitor and prevent security events as are reasonably appropriate.
- D. Detection and analysis
1. The county will adhere to a policy of flexible response, such that minor events can be handled and cleared quickly, with minimal involvement, but the more serious matters involve more personnel. Depending on the severity, a determination will be made as to who needs to actively participate in the investigation.
  2. (ii) Staff will be included as necessary to assess systems or networks, complete any required investigation items in the time frame allotted. In the event that specialized expertise is required or criminal activity may be involved, contractor or law enforcement resources may be called upon possibly including the FBI and Department of Homeland Security.
  3. It shall be the policy of Adams County that there will be no punishment or adverse action for the good faith reporting of security issues, problems or incidents.
- E. Containment, eradication and recovery
1. Priority will go to identifying the scope of the incident or attack and containing its spread.
  2. Every attempt will be made to retain and collect evidence, which could be useful to the investigation.
  3. Systems beyond the initial scope of the report may need to be examined to determine the number of devices involved.
  4. No system will be left on line until it is determined that it is not harmful to networks or other systems.
  5. Recovery will proceed as quickly as possible, without compromising security or unnecessarily exposing other systems to compromise or damage.
- F. Post-incident activities
1. An incident report will be started in TrackIT, creating a diary of the events as they transpire. All documents, reports, logs, written summaries of interviews, files, etc. will become part of the official record of the investigation. This information will be protected from public disclosure as permissible by law.
  2. Reports will include whenever possible, the proximate causes and recommended corrective actions.

**SECTION 4 – PRIVACY**

**4.01** Adams County reserves and intends to exercise the right to review, audit, access and disclose any and all files created on any county computer.

- A. Employees shall have no expectation of personal privacy when using computers, including all e-mail activity and internet use.
- B. Passwords are not an indicator of personal privacy from employer monitoring.
- C. Adams County's failure to monitor in particular situations is not a waiver of the County's right to monitor in the future.
- D. Monitoring - All Adams County resources, including but not limited to, computers, Internet access, e-mail and voice mail.
  - 1. At any time and without prior notice, Adams County maintains and intends to exercise the right to examine any systems and inspect and review any and all data recorded in these systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny by the County. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists the management of information systems.
  - 2. Adams County has employed monitoring software to check on the use and content of the Internet and e-mail to ensure that there are no serious breaches of this policy. The County specifically reserves the right for authorized personnel to access, retrieve, read any communication that is created on, received through, or sent via the e-mail system, to assure compliance with all County policies. Such monitoring will be initiated upon a complaint upon reasonable suspicion of misuse of internet or email by an employee and shall be used for legitimate purposes only.
  - 3. Incidental and occasional personal use of the Internet or the corporate e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the County's reputation.

**SECTION 5 — ACCESS TO THE ADAMS COUNTY NETWORK**

**5.01 Requirements for New & Departing Employees.** Forms are required for:

- A. New & Transferred Employees Network Access—Each Department is required to notify the MIS Department at least 1 week in advance of new employees hired. Access Change Form must be completed, signed by the Department Head, and submitted to MIS by this time, when possible. The Access Change Form defines permitted computer programs and data access.
- B. Departing Employees—Each Department is required to give the MIS Department at least 1 weeks notice of employees departing employment at Adams County. An Access Change Form must be completed and signed by the Department Head by this time. The Access Change Form defines to MIS when the user profiles should be disabled and/or deleted and how the user's data files and old email should be handled.
- C. Departments may have "generic" profiles for temporary positions such as an LTE or intern. However, this profile can only be assigned to one person at a time and the password will need to be changed prior to a new person using the profile. When the profile is not used, MIS will disable it.
- D. Each department should request network access for their external users that may need to access their computer systems, such as contractors, via Access Change Form.

**SECTION 6 – HARDWARE, SOFTWARE NETWORK & PHONE SYSTEMS****6.01 General Statements.**

- A.** All Adams County issued equipment (to include laptops, cell phones, PDAs, etc.) and all data generated, received or stored on such equipment are property of Adams County.
- B.** Software, hardware, and network systems are intended to be used for business purposes only to increase the quality and timeliness of services provided to the taxpayers of Adams County.
- C.** Purchasing - All purchasing of Adams County hardware and software shall be centralized with the Management Information Systems department to ensure that all hardware and software conform to county software standards, are purchased at the best possible price, and inventoried.
- D.** Disposal of old Hardware and Software - MIS will make the final determination as to the disposition of computer equipment.
  - 1.** Servers will generally not be re-commissioned for other use until an evaluation is completed to determine that residual data requiring special security considerations have been deleted.
  - 2.** No media will be disposed of without being erased, degaussed and or destroyed first. MIS will prepare all decommissioned computer equipment for disposal.
  - 3.** All hard drives must be cleaned with software that is DoD 5220.22-M and Gutmann method compliant.
  - 4.** Disposal of all media used to process CJIS Criminal Justice Information Systems will follow CJIS Security Policy for Disposal
  - 5.** All saleable PC or laptops will have OEM software re-installed and transported to Practical Cents Thrift Store in Adams for sale to the public on an as is and first come first serve basis.
  - 6.** Revenues are divided according to Resolution 48-2006. That all typically auctioned county surplus materials to be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS Department budget as revenue, 80% of all other property to be returned to furniture carryover account.
  - 7.** Non-saleable equipment will be disposed of in accordance with applicable statutes, and ordinances governing disposal and recycling of computer and computer related equipment.
  - 8.** Hard drives that are unable to be cleaned, tapes, and disks, will be disposed of using a professional disposal service and a certificate of disposal will be required.
  - 9.** The county hardware inventory will be updated.
- E.** Exceptions to this policy must be approved by the Administrative and Finance Committee. A list of exceptions to the policy shall be maintained by the MIS department. Exceptions may be granted by MIS department prior to committee approval, but must be reported back at the next regularly scheduled meeting.

**6.02 Hardware.** All hardware equipment acquired must be approved by the MIS Department. All hardware must be used in compliance with applicable licenses, notices, contracts, and agreements.

- A.** Computers & Monitors – All computers have red asset tags associated with them for inventory & naming purposes. Computers are to be used for county business and it is important users understand anything stored or transmitted via a County owned computer is owned by the County. MIS will make every effort to keep computers up to date.
- B.** Users are not allowed to move equipment without the authorization of the MIS Department prior to the move.
- C.** Cell phones UMTS (universal mobile telecommunications systems and CDMA (code division multiple access) service devices.
  - 1.** CDMA (code division multiple access) laptop cards for Cellular internet access must be approved by a users Department Head and the Administrative Coordinator/Director of Finance before MIS is notified to make the purchase.

- 1 2. Users are not permitted to access the internet through their cell phone unless approved  
 2 by their Department Head and department's home committee.  
 3 3. Adams County strongly discourages the use of a county cell phone while driving a  
 4 vehicle.  
 5 4. Please see the County cell phone policy for more information.  
 6 **D. Printers**  
 7 1. Departmental Printing - Although departmental printing is not as convenient for the  
 8 worker, network printing centralizes larger and faster printers in designated areas for  
 9 users to print to. By doing this, the county saves thousands of dollars each year because:  
 10 2. Small printers do not have to be purchased for every PC.  
 11 3. Fewer printers have to be maintained by the MIS Dept.  
 12 4. Fewer supplies need to be ordered or kept on hand.  
 13 **E. Copy Machines** - Copy machines should also be used for printing and network cards should  
 14 be leased or purchased with the copier.  
 15 **F. Modems** - Modems are permitted only on computers that are used for direct billing as  
 16 necessary to communicate with State and Federal Agencies for billing.  
 17 **G. Personal hardware** - Personal electronic hardware brought from home may not be connected  
 18 or installed onto any county computer or onto the county network. Examples are modems,  
 19 digital cameras, PDA's, printers, Blackberries, etc.  
 20 **H. Laptops & Projectors** - A limited number of this equipment is loaned out of the MIS  
 21 department to avoid having a lot of unnecessary laptops being purchased for each department.  
 22 MIS will ensure the laptops are kept up to date.  
 23 1. Equipment must be reserved by calling the MIS Helpdesk at 567 to assure availability.  
 24 2. Users should report any problems or missing equipment immediately to the MIS  
 25 Helpdesk.  
 26 3. Users are required to keep the equipment in a warm and secure location when off site.  
 27 Should equipment be lost, employee should immediately contact the MIS Helpdesk at  
 28 #567. What about stolen, insurance claims, would we do that then?  
 29  
 30 **6.03 Software.**  
 31 **A.** The MIS Department maintains a listing of authorized & licensed software programs. This  
 32 list is comprised based on the following.  
 33 1. Whether the software is required for a department to do their job  
 34 2. Interoperability with other software's owned by the county and the State of Wisconsin.  
 35 3. Software cannot duplicate the functionality of other software.  
 36 4. Simplicity of use and maintaining.  
 37 5. Cost  
 38 6. Hardware requirements  
 39 7. Software conflicts  
 40 8. Other miscellaneous factors  
 41 **B.** Personally owned software brought from home may not be connected or installed onto any  
 42 county computer.  
 43 **C. Virus Scanning** - The MIS Department will make every effort to prevent viruses from  
 44 infiltrating County computer systems. Each PC has virus scanning software installed and  
 45 configured to check for viruses real-time. Also, a virus scanner is setup to check all incoming  
 46 and outgoing messages before they arrive or leave the mail server.  
 47 1. MIS Responsibilities:  
 48 a. Install and maintain appropriate antivirus and anti-spyware software on all computers  
 49 and servers.  
 50 b. Respond to all spyware & virus attacks, destroy any detected, and document each  
 51 incident.  
 52 2. Employee Responsibilities:  
 53 a. Employees shall not knowingly introduce a computer virus into company  
 54 computers.

- 1                   b. Employee's shall not disable or uninstall security, antivirus or monitoring software
- 2                   from any county owned equipment
- 3                   c. Employees shall not load diskettes, CD's, DVD's, USB Jump Drives and other
- 4                   portable media of unknown origin that is network attached.
- 5                   d. Incoming diskettes, CD's, DVD's, USB Jump drives, and other portable media shall
- 6                   be scanned for viruses before they are read (Real time monitor checks this for
- 7                   employee).
- 8                   e. Any associate who suspects that his/her workstation has been infected by a virus
- 9                   shall IMMEDIATELY POWER OFF the workstation and call the MIS Helpdesk at
- 10                  339-4567 or ext. 567.
- 11           D. All software acquired for or on behalf of Adams County or developed by Adams County
- 12           employees or contract personnel on behalf of the County is and shall be deemed county
- 13           property. All such software must be used in compliance with applicable licenses, notices,
- 14           contracts, and agreements. County software may not be duplicated.
- 15           E. Licensing - Unless otherwise provided in the applicable license, notice contract, or
- 16           agreement, any duplication of copyrighted software, except for backup and archival
- 17           purposes, may be in violation of federal and state law. In addition to violating such laws,
- 18           unauthorized duplication of software is a violation of this Software/Hardware Policy.
- 19
- 20   **6.04 Network. File Management, Backup & Retention**
- 21           A. Users are encouraged to manage their files in a professional manner by deleting
- 22           unnecessary, outdated, and duplicated files.
- 23           B. The MIS department reserves the right to limit user storage space and to setup auto-
- 24           archiving of aged data should the user not comply in managing their files.
- 25           C. Users are not permitted to store music files or video files for personal use on county
- 26           equipment. Storage of personal media files could implicate the county in copy write
- 27           infringement.
- 28           D. Network Drives: When users logon to the network, MIS scripts each users drive mappings.
- 29           The standard drive mappings listed below are backed up each night, Monday through
- 30           Friday:
- 31           1. T:\ = This folder is used to store data that is common to all users of the county.
- 32           2. H:\ = This drive is used to store users work files that no one except the user has access
- 33           to. This drive should be used to store confidential data if such storage is necessary.
- 34           3. S:\ = Each department has an S drive, this is place for everyone in that department to
- 35           share data files. Only members of each department can access the department folders
- 36           unless the Department Head requests in writing to allow another user access.
- 37           4. MIS may also map other drives for specific departmental or administrative purposes.
- 38           5. MIS Department staff has access to all drives on the network to allow for system access
- 39           to maintain file integrity and security, manage backup sets, and be able to restore
- 40           erroneously deleted files or data.
- 41           E. Peer to Peer (P2P) networking is prohibited on the County network unless authorized and
- 42           configured by the MIS Department.
- 43           F. Wireless Access - Adams County has wireless access points in place to allow authorized
- 44           users access to the network. Wireless cards are necessary to connect to an access point.
- 45           Network access requires encryption keys and a more secure setup by the MIS Dept for each
- 46           user. Current Access Points are located in the following locations:
- 47           1. County Board Room
- 48           2. Courtroom Floor
- 49           3. Community Center Room 145B (For EOC Operations Only)
- 50           G. Adams County uses several systems to backup the hardware and data stored on county
- 51           owned and maintained systems. Data backups are not meant as archives for records, backup
- 52           software is a tool used by the MIS Department to protect the integrity of the County data.
- 53           1. Backup of Data is done on the following schedule and kept for the designated times.
- 54           2. Daily backup tapes are kept for 1 week.

3. Weekly backup tapes are kept for 1 month
4. Monthly backup tapes are kept 5 months
5. Year end backup tapes are kept for 2 years.
6. Backup sets run monthly and yearly are kept off site in a fire safe area or vault.
7. AS400 and Linux backups run separately but follow the same procedure.
8. Backups of particular data may be requested, such as a End of Year Financial, those will be given to the requesting department and will be maintained and secured by them. The requesting department will be charged for the necessary media.

#### 6.05 Phone System.

- A. The MIS Department shall be responsible and on call to support the County's phone system.
- B. Changes to user phone settings must be requested in writing.
- C. Voice mail is available to users and must be approved by the Department Head using the Employee Access Change Form.
- D. Phone brands/models are standardized by the MIS Department.
- E. Phones and fax machines cannot be moved before contacting the MIS Department for proper configuration on the associated ports or jacks.
- F. Internal phone extensions are 3 digit numbers and cannot be dialed from outside of the Courthouse. Extensions starting with the number 2, 3 or 5 have a corresponding external number: 339-4xxx, xxx being the extension number.

### SECTION 7 - INTERNET & E-MAIL USE POLICY

**7.01 Administrative Policy.** The Adams County Board of Supervisors authorizes the use of email and Internet related services for the support of County tasks:

- A. Statutory References. The Adams County Board of Supervisor's may establish rules and regulations in reference to managing the interests and business of the County under State Statute 59.03.
- B. Operational Guidelines. General use of the email and Internet related services is a privilege, not a right, which may be revoked at any time for unacceptable use. The County retains the right to keep, retrieve and monitor all access to email and Internet related service activity.

#### 7.02 Definition of Terms.

- A. Department Head: refers to the Director or Manager of a department or agency, or the department's designee.
- B. Internet: - refers to an "External" network with many web servers containing web pages used to display information to the public.
- C. County Web Page - refers to the URL [co.adams.wi.gov](http://co.adams.wi.gov) for the purpose of providing county related information to the public.
- D. Filtering - To filter and block certain items from the Internet based on URL address, category, user, port, protocol, attachments and other criteria.
- E. Malicious Code - Computer viruses or other programs introduced purposely to disrupt, destroy or damage County information technology.
- F. Internet Service Provider (ISP) - Internet provider selected for use by Adams County to provide Internet access.
- G. Spam - Unsolicited e-mail that is received.
- H. Web Based E-mail - Refers to Internet web sites that offer free browser based e- mail in an effort to lure users onto their site to promote advertisements and services.

**7.03 Purpose.** The purpose of this policy is to ensure that employees of Adams County understand the way in which the Internet and Electronic mail (e-mail) should be used in the organization. It aims to ensure that these tools are used effectively for its intended purpose without infringing legal requirements or creating unnecessary business risk.

1 **7.04 Scope.** Anyone provided access to the Adams County Internet and e-mail system is subject to  
2 this policy. Failure to comply may lead to disciplinary action in accordance to Union Contracts and the  
3 Personnel Manual. At the same time, your conduct and/or action(s) may be unlawful or illegal and you  
4 may be personally liable.

5  
6 **7.05 General Principles.** The County provides access to the Internet and e-mail system to support its  
7 business activities. Access to this system is granted to County employees on this basis. All  
8 communications transmitted over the Adams County network are governed by Adams County's anti-  
9 harassment and anti-discrimination policies.

- 10 **A. E-mail.** E-mail System consists of a Microsoft Exchange Server that is used to send and  
11 receive email messages from internal and external mail accounts. Our computers use  
12 Microsoft Outlook software to view and send our messages. Users must log into the county  
13 domain to access e-mail. E-mails sent or received on the County e-mail system are not  
14 private property they are part of the administrative record of the County.
- 15 1. No user should currently have pst files for personal folders and archiving storage of a  
16 users email in Outlook
  - 17 2. All deleted e-mail messages are automatically purged each time the users exits the  
18 Outlook e-mail system
  - 19 3. Etiquette - Care should be taken when using e-mail because e-mail messages are  
20 perceived to be less formal than paper-based communication and there is a tendency to  
21 be lax about their content. Users of e-mail systems shall not send email messages that  
22 contain profanity, obscenity, nudity or defamatory language. Bear in mind that all  
23 expressions of fact, intention and opinion via e-mail can be held against you and/or  
24 Adams County in the same as a verbal and written expression.
  - 25 4. E-Mail Filtering & Filter Reporting - The County reserves the right to filter specific file  
26 types, to prevent transmission, to restrict email size for both incoming and outgoing  
27 messages and attachments. E-mail filtering is also used to detect certain phrases that  
28 may also be prevented from incoming and outgoing messages. The MIS Department is  
29 responsible for filtering and e-mail system reporting.
  - 30 5. Virus Protection - The County Email system has virus detection software loaded on the  
31 server to check all incoming and outgoing messages on the server for email viruses. This  
32 software is updated daily to keep up to date with new viruses.
  - 33 6. Spam Filtering - Adams County has spam filtering software to prevent thousands of junk  
34 (spam) email messages from being sent to employees inboxes.
  - 35 7. (vii) External E-Mail Accounts - Other Internet providers such as State agency or  
36 university accounts in lieu of a County account may be used. However, if the internet  
37 and/or email is accessed using the County's ISP, the user will need to adhere to this  
38 policy. Licensing, maintenance and compliance to any records retention policies are the  
39 responsibility of the providing agency.
  - 40 8. (viii) E-mail Retention - The legal custodian and each user are responsible for  
41 maintaining public record e-mail messages and attachments. To that end the MIS  
42 Department has implemented email archiving. All incoming and outgoing email  
43 messages (whether determined to be a public record according to Sec. 19.32 to Sec.  
44 19.39, Wis. Stats. Wisconsin Public Record Law or not) will be archived for a period of 7  
45 years and then will be destroyed. Users may print out and file public record e-mail  
46 messages and attachments for email that has to be kept indefinitely.
  - 47 9. E-mail Records Request Process: All questions or requests made to Adams County for  
48 viewing public record e-mail messages should be sent directly to the records custodian.  
49 Any questions from users regarding whether or not an e-mail message should be  
50 released under the record retention policy should be directed to the Corporation Counsel.  
51 The request will then be processed by records custodian.
  - 52 10. E-mail Confidentiality - E-mail is not a confidential form of communication. The  
53 sending of e-mail messages with confidential information is prohibited internally or  
54 externally unless the confidential data is encrypted and password protected. You are

expected to treat such electronic information with the same care as you would paper-based information that is confidential. Keep all such information secure, use it only for the purpose(s) intended and do not disclose the same to any unauthorized third party (which may sometimes include other employees of the County).

11. (xi) Signature files are used to identify the sender and the senders contact information. All signature files will be setup by the MIS Department upon setup of e-mail. The following information is required: first name, last name, title, and a specific or general telephone number, and the following disclaimer if transmitting confidential information: *"This document may contain information covered under the Privacy Act, 5 USC 552(a), and/or the Health Insurance Portability and Accountability Act (PL 104-191) and its various implementing regulations and must be protected in accordance with those provisions. Healthcare information is personal and sensitive and must be treated accordingly. If this correspondence contains healthcare information it is being provided to you after appropriate authorization from the patient or under circumstances that don't require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure without additional patient consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanction. If you have received this correspondence in error, please notify the sender at once and destroy any copies you have made"*.

#### B. Internet.

1. Employees are prohibited from accessing, downloading, displaying and distribution of sexually explicit images and materials. Employees are also blocked and prohibited to access the following categories of web sites when using the internet:
2. Downloading music and/or movies – copyright concerns as well as misuse of bandwidth.
3. Instant Messaging – Public record, virus, and misuse concerns.
4. Dating sites – Could lead to harassment or inappropriate material displayed.
5. MIS may block other web sites or content categories to ensure adequate internet bandwidth. In addition, certain ports, protocols, users, timeframes, URL addresses, and other items may be filtered.
6. County Internet Sites: Adams County maintains the following internet sites:  
<http://co.adams.wi.gov> – County's main government internet page  
<http://www.adamscountylandrecords.com> – Adams County's land record and information site.
7. The MIS Department publishes the final content to the live web page to ensure appropriate content is published.

## SECTION 8 – SUPPORT

**8.01 General.** The MIS Helpdesk should be available Monday through Thursday 8am to 5pm and Friday 8am to 4:30pm each normal work day by calling extension 567 or 339-4567. Should the helpdesk not answer, they are either on a call or had to step away momentarily. Please leave a message and you will receive a call back usually within 30 minutes. The MIS department also has someone "On Call" 24 hours a day 7 days per week & 365 days a year to resolve critical issues that absolutely cannot wait until the next work day. The 911 dispatchers can page MIS for after hour emergencies. Please note that poor planning does not constitute an emergency.

### 8.02 Levels of Support.

- A. **Level 1** – End users are expected to check obvious things such as electrical power, cable connections, etc. A common solution is to reboot (or restart) the computers.
- B. **Level 2** – The MIS Helpdesk can be contacted by calling extension 567 or 339-4567. Whoever answers the phone will open a new problem ticket and verify the required information, and may work with the user over the phone to correct the issue.
- C. **Level 3** – If the issue cannot be resolved over the phone the MIS Department will work

to resolve this ticket either on site or remotely. If the ticket cannot be completed in a timely fashion, the MIS staff may contract with an outside contractor to do the work.

### 8.03 Ticket Priority Definitions.

- A. **Critical** – Every effort must be made to resolve or down grade the ticket within 4 hours. Critical status will usually mean that an item effects daily operations for more than a single user or system.
- B. **High** – Every effort must be made to resolve or down grade the ticket within 24 hours. High status usually means that an item is more than an inconvenience but does not stop normal day to day functions for an office
- C. **Medium** – Every effort must be made to resolve or down grade the ticket within one (1) week. Medium status normally means that an item is an inconvenience to the user or users. However other options are available and can be used.
- D. **Low** – Every effort must be made to resolve or down grade the ticket prior to the tickets due date.
- E. **Pending** – Is a ticket status that allows MIS to put the ticket on hold until more required information is received from the user who submitted the ticket.

### 8.04 Maintenance.

- A. All scheduled computer or network maintenance which will impact production shall be done after normal work hours whenever possible.
- B. MIS shall make every effort to notify all users via email of any scheduled computer or network maintenance at least 24 hours in advance.
- C. All “Network Maintenance Notifications” (NMN) maintenance notifications shall be titled “NMN –“followed by a description.
- D. Computers for non 24X7 departments will be shut down each night.

**8.05 Ergonomics.** Any ergonomic issues must be addressed by the Adams County Administrative Coordinator.

## SECTION 9 – PUBLIC COMPUTER USE POLICY

**9.01** All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the informational purpose for which they are provided and to follow these rules and regulations. Use of these systems is a privilege, not a right and inappropriate use can result in a cancellation of this privilege.

### 9.02 Responsible, Ethical Use.

- A. Using resources for educational and informational purposes only, not for unauthorized, illegal or unethical purpose.
- B. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others, by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- C. Further respecting the privacy of others using public access workstations by not interfering with their use.
- D. Sending, receiving, or displaying text or graphics which may reasonably be construed as obscene.
- E. Persons using the equipment agree not to make any changes to the setup or configuration of the software or hardware.

### 9.03 Internet Usage.

- A. Children under the age of 18 should have parental permission and supervision to use the Internet. Adams County assumes no responsibility for the use of the Internet by children. It

is not possible to control specific information children and youth may locate on the Internet. It is the responsibility of the user (or parent, guardian or caregiver) to determine what is appropriate.

- B. Misuse or abuse of any computer or Internet access will result in suspension of Internet access privileges.
- C. Staff is available to assist you in your use of these resources, however because of the many different Internet applications available we cannot provide complete technical support for all applications.
- D. Time limits for Internet access will be set to permit all persons equal access these limits will be clearly posted on the individual computers and will be strictly enforced if other customers are waiting.

**9.04 Departmental Restrictions.** The department in which the equipment is located may also restrict access and use to material pertinent to the type of business conducted within the department. This access may be more restrictive but may not broaden the interpretation of this policy. Any policy set by the department shall be posted within the department.

## SECTION 10 – BUDGETING PROCESS

**10.01** The MIS Department will compile a single budget for all technology and services covered under this policy for Adams County. Each department will provide to the MIS department on or before June 15<sup>th</sup> a MIS Budget Planning form.

### **10.02 Budget Approval Process.**

- A. June 15<sup>th</sup> all Departments requests for hardware, software or services will be turned into the MIS department.
  - 1. MIS begins meeting with Departments to discuss requests to confirm compatibility and need.
- B. July 15<sup>th</sup> MIS begins to incorporate all Departmental Technology Requests into the final Master MIS budget.
- C. August Administrative and Finance Meeting(s): MIS begins meetings to discuss budget with home committee and get approval.
- D. November – County Board Meets for final budget approval
- E. January – Expenditures begin for budgeted items.

## SECTION 11 – TECHNOLOGY STEERING COMMITTEE

**11.01** The MIS Department will coordinate the formation of a Technology Steering Committee whose purpose is to identify; areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government.

**11.02 Committee Members.** The Technology Steering Committee will include 7 members. The Committee members should be named as followed:

- A. MIS Manager and/or representative
- B. Administrative Coordinator/Director of Finance or representative
- C. (ad hoc member) anyone deemed necessary by the committee, appointed by the committee serving limited term
- D. GIS
- E. Health and Human Services ((1) designated by the oversight committee)
- F. Public Safety & Judiciary ((1) designated by the oversight committee))
- G. (1)County Board Member (as designated /appointed by the County Board Chair

**11.03 Meeting Schedule.** Meeting of the Technology Steering Committee will take place once every other month starting in January or as deemed necessary by the committee.

**11.04 Committee Responsibilities.**

- A.** Committee will make recommendations as to the overall directionality of the technology investment plan for the county, by identifying needs of the county that may be met through the implementation or continued use of technology.
- B.** Committee members will make recommendations as to technology related capital improvement projects undertaken by the county, adhering to an equitable and fiscally responsible division of the county's technology investment.
- C.** Committee members will supply information on new or updated State, Federal, and local policies, rulings, guidelines or available funds that will directly or indirectly impact the county's technology investment.

**\*NOTICE** – All the policies listed above are created for security and/or administrative purposes and will be enforced. Any deviations from the policy will require the approval of the MIS Manager and in some cases, the Administrative and Finance Committee. The protection of confidential information is vital to the interests and success of the County. Any employee who discloses confidential information will be subject to disciplinary action in accordance with the County HIPAA policy, Union contracts and the Personnel manual. Violation of this policy may be grounds for preventing access and or disciplinary action. Accessing the county network in any manner constitutes agreement to comply with this Policy and no other agreement shall supersede.

## CHAPTER TEN: GENERAL ADMINISTRATIVE AND DEPARTMENT POLICIES

### SECTION 1 - PARKING POLICY

**1.01** Adams County supports a policy of no preferential parking based on job status. However, because it is important to ensure convenient access by all County customers, vendors, and citizens, the first row of parking closest to any County building or facility shall not be utilized by County employees during normal hours of operation.

**1.02** Parking for disabled individuals is generally available at all facilities pursuant to Wis. Statutes 346.503. Disabled employees or employees with special parking needs must request accommodation from the Administrative/Coordinator/Director of Finance.

**1.03** Penalty for violation of this policy may include disciplinary measures, up to and including termination of employment.

### SECTION 2 - RECOGNITION

**2.01 Recognition.** Recognition for years of service will be given to the members of the County Board, Committees, Boards, Commissions and all County employees and volunteers as follows:

**A.** A certificate for every five (5) years of continuous service.

**B.** A plaque for twenty-five (25) years of service.

**C.** A clock for those who retire or leave (excluding disciplinary termination) after ten (10) continuous years or more of service along with a resolution thanking the employee for all their years of service.

**2.02** All recognition will be given at the January County Board meeting for all items with the exception of the clock, which will be given at the time of termination and the plaque, which will be given at the County Board meeting in the quarter the employee attains twenty-five (25) years of service.

### SECTION 3 – TOBACCO USE

**3.01 Smoking.** There shall be no use of tobacco products allowed in any enclosed County buildings/facilities, County owned or leased property or County vehicles per Ordinance 3-2009.

**3.02 Exceptions.** See Ordinance 3-2009.

### SECTION 4 - CLAIMS AGAINST THE COUNTY

**4.01** Claims filed against the County or a Department shall be filed with the County Clerk, who shall provide copies to the insurance carrier, the Administrative Coordinator/Director of Finance, the Corporation Counsel, and the Administrative & Finance Committee. All claims shall be processed in accordance with §59.07(1) and (2). The Corporation Counsel shall review every claim(s) against the County. The Corporation Counsel may in accordance with §59.52(12)(b), Wisconsin Statutes, and take appropriate legal action, or after review shall advise the appropriate Committee(s) and/or County Board of the appropriate legal action to be taken.

### SECTION 5 - VEHICLE POLICY

**5.01** Drivers and operators of County vehicles and equipment shall be properly trained and licensed.

**5.02** Employees are not permitted to use County vehicles for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an Automatic Teller

Machine (ATM) or financial institution, urgent care or emergency room or a gas station or convenience store.

**5.03** Unauthorized personal use of County vehicles is prohibited conduct, which could result in disciplinary action. Department Heads shall monitor employee's use of County vehicles to ensure all vehicles are utilized for authorized official County purposes only. No County vehicle, except those designated by Department Policy shall be driven to an employee's home after or during work hours.

**5.04** No one other than County employees shall be allowed to operate a County vehicle.

**5.05** The County's Vehicle Policy applies to volunteers conducting sanctioned business on behalf of the County as approved by the Department Head.

**5.06** Misuse of County vehicles shall be reported to the Department Head and if necessary, the Administrative Coordinator/Director of Finance for appropriate action.

**5.07 Department Assigned Vehicles (Class 1).**

- A. Consistent with this Policy, authorization to use vehicles that are assigned to Departments shall be provided by the Department Head or their designee.
- B. Department vehicles may be assigned for temporary work-to-home use in situations where an employee is reporting to a temporary work site and such accommodations provide a definable benefit to the County and is compliant with IRS regulations for non-taxable assignments.
- C. **Emergency Assignment of County Vehicles.** The Department Head may temporarily assign an available Department vehicle (work-to-home use) to an employee during a disaster, inclement weather or other such circumstance for which the employee may need to respond during regular business and/or after hours to work related situations. All other provisions of the Vehicle Policy are applicable.

**5.08 Individual Assignment with Work-To-Home Use, Not Taxable (Class 3).** This class includes:

- A. Law Enforcement Vehicles; and
- B. Situations in which an employee is reporting to a temporary work site.

Request for work-to-home use (Class 3) will be evaluated based on the definable benefit of such assignment to the County and compliance with IRS regulations for non-taxable assignments. Requests for assignments of County vehicles with work-to-home use shall be made by the Department Head and authorized by the Administrative Coordinator/Director of Finance.

**5.09 Federal Income Tax.** PVA shall be reported to the IRS in accordance with applicable Federal Regulations. Employees who receive any reimbursement for private vehicle use are advised to discuss tax issues with their individual tax consultants.

**5.10 Operator Licensing.** Operators of County-owned vehicles or recipients of any form of vehicle or mileage reimbursement or allowance shall possess a valid Wisconsin Driver's License.

- A. Operators of vehicles or equipment requiring a special class license shall possess a license prior to operation of such vehicle or equipment.
- B. Employees who regularly operate a County vehicle shall report to the Personnel Director, through their supervisor, any suspension, revocation or restriction of their driver's license within ten (10) business days. No county employee may operate a vehicle while his or her license to operate the vehicle is suspended or revoked.
- C. Applicants for positions in employee classifications that require the ability to obtain a valid driver's license will be required to complete a supplemental application to identify the acceptability of their driving record. The final applicant will have their driving record verified through the Personnel Director prior to appointment.

- D. Current employees in employee classifications that require the ability to obtain a valid driver's license will have their driving records verified through the Department of Motor Vehicles (DMV). A current copy of driving records may be filed with the employee's records. An employee negatively affected by this record shall be afforded an opportunity to present evidence showing the record is erroneous, or that there were mitigating circumstances surrounding the negative elements of the report.
- E. Use of a County vehicle by an employee shall be reviewed by the Personnel Director when an employee's motor vehicle report indicates of the following:
  - 1. Two (2) moving violations within the preceding twelve (12) months;
  - 2. One (1) Accident within the preceding twelve (12) months; or
  - 3. As required by any Federal or State Safety Regulation or Law.

**5.11 Safety.** Employees shall operate vehicles and equipment in compliance with the traffic laws, operator licensing requirements, vehicle dimensions and weight limits, and vehicle equipment requirements of the Wisconsin Statutes.

- A. Operators and passengers of County vehicles and equipment shall wear seat belts at all times.
- B. Operators of County vehicles and equipment shall exercise every reasonable caution and care while operating County vehicles and equipment.
- C. **Illegal Drugs.** Driving any County vehicle or operating any County equipment, with a detectible amount of a restricted controlled substance or in the possession of any illegal drug, except for the transportation of such drugs that have been confiscated as evidence, is strictly prohibited. Violations of this Policy subjects the individual to disciplinary action, up to and including discharge.
- D. **Alcoholic Beverages.** No person shall operate County vehicles or equipment with a blood alcohol concentration above .00 (absolute sobriety). County vehicles shall not be used to transport alcoholic beverages under any circumstances, except for the transportation of such beverages that have been confiscated as evidence, or used in intoxication detection training conducted by law enforcement personnel. Violations of this Policy subjects the individual to disciplinary action, up to and including discharge.
- E. **Smoking.** Smoking is prohibited in all County owned or leased vehicles and equipment.
- F. **Prescription Drugs.** No person shall operate vehicles or equipment if taking prescription medications that impair or impede their ability to operate a vehicle safely. Employees taking prescription drugs that may impact their ability to safely operate a vehicle and/or equipment should immediately notify their manager and/or supervisor.
- G. Misuse of County vehicles will be reported the Department Head and, if necessary, the Personnel Director for appropriate action in consultation of the Administrative Coordinator/Director of Finance.

**5.12 Corrective Action.** Operators of County vehicles and equipment shall exercise reasonable care and caution while driving, and comply with the provisions of this Policy. Corrective actions for violation of this Policy are the responsibility of the employee's immediate supervisor and Department Head.

**5.13 Vehicle Operations.**

- A. County Departments and Offices shall be responsible for reporting any and all vehicle and equipment mechanical problems to the Department Head as soon as possible. All accidents involving County vehicles or on County time, shall be reported to the Administrative Coordinator/Director of Finance as soon as possible. Users shall also be responsible for following the Department Policies for scheduled service when notified of service due.
- B. Vehicle operators shall be responsible for fueling vehicles.
- C. County vehicle and equipment operators shall be responsible for checking oil and water levels, tire pressure, and condition while fueling, or not less than once per month.
- D. Operators shall maintain the cleanliness of vehicles.

. . . . .

- 1 E. Parking fees associated with County business are reimbursable upon receipt of proper
- 2 documentation. Parking tickets are the responsibility of the driver receiving the ticket and
- 3 should be resolved in a timely manner.
- 4 F. Any modification to County vehicles must be pre-approved by the Administrative
- 5 Coordinator/Director of Finance and completed by the Department.
- 6

7 **SECTION 6 – SOLICITATION POLICY**

8

9 **6.01** Adams County maintains a business atmosphere in all operations and facilities, and as such,

10 solicitation and distribution activities on County premises by employees and non-County employees may

11 unduly interfere with the normal operations of the County, may interfere with efficiency, may be

12 personally annoying, and may post a threat to security.

13

14 **6.02** Vendors of any kind are not allowed to solicit Adams County employees to purchase goods and

15 services for their personal use during working hours on County property.

16

17 **6.03** Persons who are not employed by the County are prohibited from soliciting funds or signature,

18 conducting membership drives, posting, distributing literature or gifts, or engaging in any other forms of

19 solicitation of County employees on County property.

20

21 **6.04** There are non-solicitation notices at each building entrance. If a vendor attempts to solicit

22 employees, the Department Head shall show the vendor a copy of this policy and direct any questions to

23 the Administrative Coordinator/Director of Finance Office.

24

25 **6.05** Adams County recognizes that employees may have interests in events and organizations outside

26 and occasionally within the workplace. Employees may discuss these interests during their breaks and

27 unpaid lunch hours, but may not solicit or distribute literature concerning these activities during

28 scheduled work time.

29

30 **6.06** Adams County, as a community partner, does authorize employee participation in the following

31 activities:

- |    |                      |    |                    |
|----|----------------------|----|--------------------|
| 32 | • American Red Cross | 38 | • Relay for Life   |
| 33 | • Angel Tree         | 39 | • Salvation Army   |
| 34 | • Coats for Kids     | 40 | • Scholarship Fund |
| 35 | • Holiday Tree       | 41 | • Stuff the Bus    |
| 36 | • Humane Society     | 42 | • United Way       |
| 37 | • Project Lifesaver  |    |                    |

43

44 **6.07** The posting of written solicitations on County bulletin boards is also restricted to events

45 sponsored by non-profit organizations. Further, employees shall not use the Adams County e-mail to

46 solicit fundraisers, ticket sales or other charitable activities, unless prior approval is granted by the

47 Administrative Coordinator/Director of Finance.

48

49 **SECTION 7 – PERSONAL CELL PHONE USE**

50

51 An employee may use their personal cell phone in case of emergency, to conduct their personal business

52 while on break, lunch, before work hours or after work hours. Cell phones should have the ring tone

53 turned off as not to disrupt work during business hours. Due to potential liability risks, employees who

54 are driving county vehicles and conducting county business shall not use their personal cell phone will

55 driving, unless required as part of their job duties. When it is necessary to make or accept a phone call

56 while driving the employee shall make every effort to safely pull off the roadway until the phone business

57 is concluded. Per Wis. Statutes-employees are prohibited from texting while operating a vehicle for

58 county business.

## CHAPTER ELEVEN: SAFETY POLICIES

### SECTION 1 - SECURITY

**1.01** No employee shall permit anyone in the Courthouse before 7:30 a.m. or after 4:45 p.m., unless they know the person and are doing business with them. Exceptions to this will be when the Courthouse is opened by the Maintenance Department for County Board meetings or other County related meetings in the Courthouse. The security hours may vary for other County Offices not located in the Courthouse, depending on the hours of work for certain offices. Each Department shall have an established policy for the hours in which their building and office shall be open and it shall be communicated with all employees in the Department.

### SECTION 2 - NOTICE OF INJURY

**2.01 Reporting an Injury.** The immediate concern is to ensure that the employee or volunteer receives immediate medical attention as needed. An employee shall immediately report to his Department Head or immediate supervisor any injury, whether medical attention is required or not, that allegedly incurred while in the course of his employment. An employee's failure to report an accident within twenty-four (24) hours of the injury shall result in disciplinary action. The Department Head or Immediate Supervisor will file the Employer's First Report of Injury or Disease within twenty-four (24) hours of the employee's notice of injury. Complete the "Employer's First Report of Injury or Disease" form, available electronically or in the Personnel Director's office, within twenty-four (24) hours of the employee's notice of injury. The Personnel Director or their designee will have twenty-four (24) hours to report the claim with the Insurance Carrier once notification of the injury is received. If the Department Head is out of the office for more than twenty-four (24) hours, the next immediate supervisor of the Department shall be notified and is responsible for reporting the injury. It is the responsibility of the Department Head to notify all employees or the next immediate supervisor when he is out of the office.

This policy shall also apply to all County volunteers. Failure to comply with the policy by a volunteer of the County may result in the volunteer not being allowed to perform volunteer duties on behalf of the County any longer.

**2.02 If non-emergency medical treatment is required.**

- A. If non-emergency medical treatment is required on the day of injury or suspected at a later time, provide the injured employee with the following materials:
  - 1. Job Assessment Form - to be completed by the Department Head.
  - 2. Return to Work Form - to be completed by the attending physician.
- B. Also instruct the employee to:
  - 1. Inform the attending physician that transitional duty work may be available.
  - 2. Provide the forms to his physician at the time of treatment.
  - 3. Advise that all questions regarding traditional duty work assignments should be directed to the Personnel Director.
  - 4. Obtain a completed Return to Work Form from the physician at the time of exam.
  - 5. Failure to report to work or contact a manager within twenty-four (24) hours following medical treatment may result in disciplinary action.

**2.03 In an emergency.** Management should provide the attending physician with the above stated information, as it becomes available.

**2.04** If an employee will be absent from work in excess of three (3) days the Department Head or Immediate Supervisor is responsible for consulting with the Personnel Director for the proper procedures for the employee's return to work.

2.05 Failure of the Department Head or immediate supervisor to comply with the above Policy shall be reported to the Personnel Director and may result in disciplinary action. Any suspicion of fraud shall to be reported to the Corporation Counsel and Personnel Director for investigation. If the claim is found to be fraudulent, this shall result in disciplinary action.

### SECTION 3 - WORKPLACE VIOLENCE POLICY

3.01 **Purpose.** The County does not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats or engaging in violent acts. This is a Zero-Tolerance Policy, meaning that the County will discipline, up to and including discharge, any employee found to have violated this Policy.

3.02 **Prohibited Conduct.** Prohibited conduct includes, but is not limited to:

- A. Injuring another person physically.
- B. Engaging in behavior that creates a reasonable fear of injury in another person.
- C. Engaging in behavior that subjects another individual to extreme emotional distress.
- D. Possessing or using a weapon while on County premises or engaged in County business, except Law Enforcement Officers while acting in an official capacity.
- E. Brandishing a weapon while on County premises or engaged in County business.
- F. Damaging property intentionally.
- G. Threatening to injure an individual or damage property.
- H. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

3.03 **Identifying and Responding to Risks.** The County identifies and responds to workplace violence hazards as follows:

- A. **Threat assessment.** A Threat Assessment Team consisting of the Administrative Coordinator/Director of Finance and/or Personnel Director, a representative from the Sheriff's Department, appropriate Department Head, and any other appropriate individuals will assess the County's vulnerability to violence and determine the appropriate preventative measures. The Threat Assessment Team shall annually review the workplace to identify existing or potential violence hazards. The worksheet review should include, but not be limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends, and conducting screening surveys to learn about employees' security concerns. The Personnel Director's Office maintains records of all threats and incidents of violence committed against employees.
- B. **Security planning for at-risk employees.** Some employees are known to be at risk for violence because of the nature of their jobs. Other employees can be at risk because they are subject to violence, threats, or harassment from a current or former spouse, partner, or other non-employee. The Personnel Director will work with at-risk employees and their supervisors to develop safety plans that address the specific risks the employees face while at work.
- C. **Pre-hire screening.** The Personnel Director shall take reasonable steps to review job candidates' backgrounds to determine if they have a history of committing violent acts or making threats. Pre-hire screening generally consists of reference checks with prior employers and criminal background checks.

3.04 **Guidelines for Handling Violent Situations.** The Personnel Director shall maintain and distribute to all employees detailed guidelines and procedures for handling workplace violence and threats. The guidelines should be developed with the advice of law enforcement personnel or qualified security consultants. The Threat Assessment Team is responsible for periodically reviewing the guidelines to ensure that they are adequate and up-to-date. If a violent incident occurs, the Threat Assessment Team must re-evaluate the guidelines and procedures and modify them accordingly.

3.05 **Support for Victims of Violence.** Victims of violent incidents in the workplace may have to contend with a variety of medical, psychological, and legal consequences. The County accommodates victims of workplace violence by:

- A. Referring victims to appropriate community resources, such as the Employee Assistance Program, medical centers, counseling services, victim advocacy groups, legal aid, and domestic violence shelters.
- B. Review work hours or short-term or extended leave.
- C. Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender.
- D. Providing a debriefing for employees twenty four (24) to forty eight (48) hours after a serious violent occurrence to explain what happened and what steps are being taken by the County to support affected employees.

3.06 **Enforcement.** All acts of violence, harassment, or threats committed on County premises must immediately be reported to the Personnel Director's Office and the Sheriff's Department. All employees who commit violent acts or who otherwise violate this Policy are subject to corrective action or discipline, up to and including discharge. The County will seek the prosecution of all who engage in violence on its premises or against its employees while they are engaged in County business.

## SECTION 4 - SAFETY POLICIES

4.01 **General.** It is the intent of Adams County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. In order for Adams County to achieve its goals, it has developed a workplace safety policy outlining the procedures regarding employee health and safety. Each and every employee must become familiar with the policy, follow and enforce safety practices and procedures, and become an active participant in this workplace safety program. While management and the Adams County Safety Committee (Safety Committee) will be responsible for developing, organizing and implementing this policy, the policy's success will depend on the involvement of each employee. The County looks forward to your cooperation and participation.

4.02 **Safety Committee.** Adams County has appointed a Safety Committee to address safety issues and oversee the County's workplace safety program. The Safety Committee consists of a County Board supervisor and two qualified individuals who may or may not be County employees. Department heads, supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Safety Committee meetings or address and provide consultation on safety issues that arise in the County.

4.03 **County Compliance With Chapter Comm 32.** The County will comply with all applicable standards of Chapter Comm 32 of the Wisconsin Administrative Code.

### 4.04 **General Safety Rules.**

The following general safety rules apply to all employees of the County:

- Employees will exercise caution and observe all safety laws, regulations, rules and practices applicable to their positions and the operation of tools and equipment in their positions.
- Employees will participate in, and comply with, the County's Safety and Health Program.
- Any employee acting in a supervisory capacity shall require all employees under their supervision to comply with all applicable safety laws, regulations, rules and practices.
- All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
- All employees shall familiarize themselves with the safety laws, regulations and rules applicable to their jobs and shall consult with their supervisor on any safety law, regulation or rule or practice not understood, or whenever work conditions present unforeseen hazards.

- No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
- Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
- All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as necessary, provided, or directed.
- When driving or riding as a passenger in a County-owned vehicle, or in a personal vehicle while on County business, employees shall wear properly adjusted and fastened seat belts.
- Employees shall comply with all applicable local, State and federal traffic laws when operating a County vehicle or personal vehicle while on County business.

Individual departments may adopt any safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.

**4.05 Reporting Unsafe Conditions Or Hazards.** It is the responsibility of every employee who has knowledge of any unsafe condition or hazard to immediately report such condition or hazard to their immediate supervisor and/or the department head. Unsafe conditions and hazards may also be reported to the Safety Committee. Employees are encouraged to first report an unsafe condition or hazard to their immediate supervisor or department head for resolution before referring the issue to the Safety Committee. Any report to the Safety Committee must be in writing on the County's Unsafe Condition or Hazard Report form.

**4.06 Safety and Health Program.** The County will maintain a safety and health program in accordance with Chapter Comm 32 of the Wisconsin Administrative Code that describes the procedures, methods, processes and practices used to manage workplace safety and health in the County. The elements of the program include hazard identification and assessment, hazard prevention and control, and information and training. The Safety Committee shall be responsible for overseeing the County's safety and health program.

**4.07 Responsibilities Of Supervisors And Department Heads.** Supervisors and/or department heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of supervisors and department heads include, without limitation, the following:

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Keep a regular check on work conditions, practices and methods to prevent safety violations.
- Correct and instruct employees concerning safety laws, rules, regulations and practices.

**4.08 Disciplinary Action For Safety Related Issues And Violations.** The following violations are offenses which could result in discipline up to and including discharge from employment. The decision as to what level of disciplinary action will be taken rests solely with the County and will be made on a case-by-case basis. Nothing in this policy is to be construed as establishing a "just cause" standard for discipline for employees or as modifying the employment at will relationship. The listing below is intended to be illustrative and is not intended to be all inclusive:

- **Drugs and Alcohol.** Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol or become so impaired while at work, whether or not their condition results in personal injury and/or damage to property.
- **Violation Of Safety Rules And Regulations.** Employees who violate any of the safety rules or requirements outlined in this safety policy or any safety rules or regulations adopted by individual departments.

- Hazardous Acts. Employees who knowingly circumvent safety procedures, or violate safety rules or practices.
- Medical Information. Failure to provide appropriate medical information and required forms.
- Negligent Conduct. Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or the business, damage to County property or to the property of others while on County time or on the premises. This includes, but is not limited to: reckless use of County equipment, assault or attempted physical assault on any fellow employee, horseplay or the use of drugs or alcohol while on County time.

## SECTION 5 – DRUG AND ALCOHOL TESTING

**5.01** A County employee shall be required to submit to drug and alcohol testing in the event of the following occurring within the scope of employee's duties for the County:

- A. An accident of any nature that results in the employee seeking immediate medical treatment.
- B. An accident or incident that results in the damage of County or personal property (outside the normal scope of duty, including but not limited to such things as a mailbox by a snowplow or wildlife).
- C. In situation where a citation is issued to the employee for an accident or incident occurring within the scope of employee's duties for the County. Upon receiving a citation, an employee must immediately notify their Department Head.

**5.02** In the event of any occurrence above, the employee is prohibited from consuming any alcohol until he or she has been tested and must remain available to the Department Head for testing (unless emergency medical treatment is required). In the event a Department Head has an occurrence as described above, they must remain available to the Personnel Director or the Administrative Coordinator/Director of Finance.

**5.03** All efforts shall be made to test for alcohol within two (2) hours after the occurring event. If that cannot be accomplished, the reason for the failure must be documented by the Department Head or his/her designee and further attempts shall be made for the next six (6) hours. If testing cannot be completed within eight (8) hours, the reason for the failure must be documented.

**5.04** A drug test shall also be conducted within 32 hours of the occurring event or the Department Head or his/her designee shall be required to document the reasons for the failure. The Department Head or their representative will determine which method will be used to transport the employee to the testing site.

**5.05** A refusal and/or interference with required testing, per above, shall constitute a violation of this Policy and will be considered a positive test result. Refusal and/or interference to test, or a positive result, shall result in disciplinary action, up to and including termination.

SECTION 6 - POLICY ON A DRUG AND ALCOHOL FREE WORKPLACE

**6.01** The County declares any location at which the County conducts its business to be a tobacco, alcohol and drug-free workplace. Any employee violating this Policy is subject to discipline, up to and including discharge. Any act of discipline shall be carried out pursuant to the applicable Personnel and General Administrative Policies or union collective bargaining agreement.

**6.02 Use of Prescription Medication.** This Policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to said employee. Because prescription medication can also affect an individual's demeanor and job performance, it is the employee's responsibility to notify his immediate supervisor if he is taking legal prescription drugs that may affect performance or ability to perform the position duties. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties.

SECTION 7 - MAINTENANCE AREAS

**7.01** For safety, security and liability issues, only employees of the Maintenance Department shall be allowed in the Maintenance Office and any maintenance areas of the Courthouse and Community Center buildings. The only exception shall be that authorized repair and inspection vendors, or the MIS Department shall be allowed in maintenance areas, and shall be accompanied by a Maintenance Department Employee. Any other persons shall only enter these areas with prior authorization from the Lead Foreman of the Maintenance Department.

**7.02** Any other County buildings shall have the maintenance areas properly marked and listed as employee only access. Only employees authorized by the Department Head shall be allowed access. All safety and security measures shall be taken prior to entering maintenance areas per the Department's Policies. The only other person(s) that shall be allowed access include authorized repair and inspection vendors and shall be accompanied by an authorized employee of that building.

SECTION 8 - COURTHOUSE CLOSING

**8.01** A decision to close one (1) or more County Departments or facilities because of inclement weather or adverse physical working conditions shall be made by the County Board Chair after consultation with the Highway and Sheriff's Department, if needed.

**8.02** If County facilities are to be closed for the entire day due to inclement weather, radio stations that list local school closings should be notified before 6:00 a.m. if possible. Salaried employees shall be paid regular pay if the facilities are closed for the entire day, and will not be required to use compensatory, holiday or vacation time.

**8.03** Employees will be paid only for time worked because of an early closing. Employees may use available vacation time or compensatory time, but may not use sick leave, for hours lost under this Policy. Employees may work when their Departments are closed only with specific approval of the employee's Department Heads.

## SECTION A - DEFINITIONS

## A.

- a) **Board:** The County Board of Supervisors.
- b) **Classification:** The process of assigning the wages for a newly created position.
- c) **Demotion:** The assignment of an employee from one (1) class to another class with a lower pay grade.
- d) **Department Head:** A County Official with the responsibility for the operation of a County Department.
- e) **Department Supervisor:** Any individual who has authority to recommend, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to recommend adjustment to a grievance.
- f) **Disability:** The term disability means, with respect to an individual: A physical or mental impairment that substantially limits one (1) or more of the major life activities of such an individual; record of such an impairment; or being regarded as having such an impairment.
- g) **Discharge:** The removal of an employee from their employment with the County.
- h) **Disciplinary Action:** The action taken to discipline an employee for cause which may include any action from a verbal reprimand up to and including discharge.
- i) **Employee:** An individual who is legally employed by the County and is paid in part or whole through the County payroll.
- j) **Exempt Employee:** An employee who is not covered by the provisions of the Federal Fair Labor Standards Act.
- k) **Full-Time Employee:** A person working regularly a minimum of thirty-seven and one-half (37 ½) hours per week.
- l) **Grievance:** A written employee complaint, which alleges unsafe working conditions, unjust application of discipline, or unfair application or violation of the personnel rules and regulations of the County or the Department for which the employee works. The complaint shall state the rule or policy believed to have been violated and the remedy sought.
- m) **Home Committee:** A Committee, Board or Commission established by the County Board to be the Home Committee for a particular Department.
- n) **Hourly Employee:** A person employed on a regular or irregular basis and paid an hourly rate.
- o) **Immediate Family Member:** An employee's spouse, children, stepchildren, parents, grandparents, stepparents, or other legal relation who contributes more than one-half (1/2) of support of the employee or receives that level of support from the Official.
- p) **Job Description:** A written description of a position containing the title, a general statement of the duties and responsibilities, qualifications required and desirable training and experience.
- q) **Layoff:** The separation of an employee because of lack of work, lack of funds, or the abolishment of a position.
- r) **Length of Service:** The continuous length of service with the County from an employee's last date of hire. Length of service shall be broken only by retirement, resignation or discharge.
- s) **Limited Term Employee:** A person hired for a specific period of time.
- t) **Non-Exempt Employee:** An employee who is covered by the provisions of the Fair Labor Standards Act.
- u) **Official:** A County Board Supervisor, Elected Official, Department Head or employee of the County.
- v) **Part-Time Employee:** A person working a regular or irregular schedule but less than thirty-seven and one-half (37 ½) hours per week.
- w) **Pay Steps:** The rates of pay established for each class of positions.
- x) **Pay Step Increase:** A scheduled pay increase within a classification.
- y) **Position:** A grouping of duties and responsibilities to be performed by an employee. A

DEFINITIONS - continued

- position may be filled or vacant, full-time or part-time, regular or temporary.
- z) **Promotion:** The assignment of an employee from one (1) classification to another classification with a higher pay grade.
- aa) **Pronouns:** Masculine gender pronouns used herein refer to persons of either sex.
- bb) **Reclassification:** The reassignment of a position from one (1) pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.
- cc) **Red-circled:** An employee is held at a particular grade and step on the pay scale, but shall receive any cost of living adjustments.
- dd) **Seasonal or Temporary Employee:** A person part-time or full-time hired for an abbreviated time span or in response to a special climatic or calendar need whose employment terminates at the end of the season or when the need no longer exists.
- ee) **Temporary Assignment:** An assignment for at least two (2) week's duration.
- ff) **Termination:** The removal of an employee from the payroll for voluntary, or involuntary reasons, including resignation, retirement or dismissal.
- gg) **Transfer:** The assignment of an employee from one (1) position to another in the same class or to a class with the same pay grade.
- hh) **Volunteer:** A person recognized and authorized to perform services for Adams County without receipt of salary or compensation other than reimbursement for reasonable expenses incurred in service to the County.

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